

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	\$532,005.00	
Cost Reimbursement (TechHire Summer Boot Camp)		\$6,750.00
Cost Reimbursement (TechHire Summer Internships)		\$2,916.00
7% Incentives Holdback	\$51,669.00	
Work Experience (WFMS)	\$154,453.00	
Pre-Apprenticeship Summer Internships (WFMS) (July 1, 2018-July 27, 2018)	\$16,105.00	
TechHire Summer Internships (WFMS) (July 1, 2018-August 19, 2018)		\$11,690.00
TechHire Summer Boot Camp Stipends (WFMS) (For completion of program ending July 27, 2018)		\$49,500.00
Pre-Apprenticeship Summer Internships (WFMS) (June 24, 2019-June 30, 2019)		\$13,930.13
TechHire Summer Internships (WFMS) (June 10, 2019-June 30, 2019)		\$64,420.29
Total Contract Amount	\$754,232.00	\$149,206.40

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: **Youth Co-Op, Inc.**
PROGRAM ENTITLED: **"Youth Program: In-School (Miami-Dade)"**
CONTRACT NUMBER: **WS-YS-ISKY-PY'18-05-02**
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. *Maria Rodriguez* 1b. _____
Signature of President or Vice-President

06/27/19 _____
Date Date

2a. Maria Rodriguez 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 of Person Attesting
Signature that Appears on Line 1a Signature that Appears on Line 1b

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

[Signature] _____
Rick Beasley Date 6/29/19
Executive Director, SFWIB

**MODIFIED STATEMENT OF WORK
YOUTH CO-OP, INC. (MIAMI-DADE)
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 **447** 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 South: 10225 SW 147th Terrace; Miami, Florida 33176**
2. **Hialeah Senior High School: 251 E. 447th Street; Hialeah, Florida 33013**
3. **Homestead Senior High School: 2351 SE 12th Avenue; Homestead, Florida 33035**
4. **Miami Southridge Senior High School: 19355 SW 114th Avenue; Miami, Florida 33157**
5. **South Dade Senior High School: 28401 SW 167th Avenue; Homestead, Florida 33157**

The Participant shall be advised that the services for which eligibility is being determined are being provided by **Youth Co-Op, Inc.** through funding from CareerSource South Florida and that **Youth Co-Op, 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
YOUTH CO-OP, INC. (MIAMI-DADE)
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 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:

- 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

**STATEMENT OF WORK
YOUTH CO-OP, INC. (MIAMI-DADE)
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 **nineteen (19)** 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 nineteen (19) 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 nineteen (19) 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 nineteen (19) eligible youth.	100%
Provide twenty hours (20) of Pre-Employment Work Readiness Training for up to nineteen (19) eligible youth.	100%
Provide program orientation for up to nineteen (19) eligible youth.	100%
Ensure all services are being provided and benchmarks recorded in OSST for up to nineteen (19) eligible youth.	100%
Provide paid work experience (internship) to a minimum of nineteen (19) 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.

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	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Eligibility Criteria:		
<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		
Documentation: Florida Screens Required		
<input type="checkbox"/> AIHH	<input type="checkbox"/> AIID	<input type="checkbox"/> AIIM
<input type="checkbox"/> ARDT	<input type="checkbox"/> IQCH	
Purpose 2: Reduce the dependency of needy parents by promoting job preparation, work, and marriage	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Eligibility Criteria:		
<input type="checkbox"/> Youth's family income does not exceed 200% of the Federal Poverty Level		
Documentation: 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
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

**STATEMENT OF WORK
YOUTH CO-OP, INC. (MIAMI-DADE)
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 Servicer, 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-two (22) Homestead 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 be 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-two (22) eligible youth.	100%
Provide twenty hours (20) of Pre-Employment Work Readiness Training for up to twenty-two (22) eligible youth.	100%
Provide program orientation for up to twenty-two (22) eligible youth.	100%
Provide Paid Work Experience (PWE) (internship) to a minimum of twenty-two(22) eligible youth.	100%

BUDGET, PROJECTED PROGRAM COST

Agency Name	Project Name	Period	Program	Admin	Total	Cost	STIPENDS (TAND)	% Holdback	TechHie Per-Apprenticeship	TechHie Program	TechHie Summer Boot Camp	TOTAL BUDGET
Youth Co. Op. Inc.	Home Desk In School Youth	7/1/19 - 6/30/19	93%	469,399.16	47,969.84	527,205	49,500.00	48,219.67	30,035.13	28,346.58	6,102.52	638,892.98
WIOA (TW6)			7%	48,969.67	5,319.33	54,289						77,562.13
WIOA (TH)				154,453.00		154,453						154,453.00
WIOA (T1)				16,105.00		16,105						16,105.00
WIOA (T2)				69,971.63		69,972						69,971.63
WIOA (T3)				13,950.13		13,950						13,950.13
Funding Source:				64,450.28	51,809.31	64,420						116,259.59
				831,628.88	923,458	831,629						923,458

Position	Name	Bi-Weekly	# of PP	Months	Annual Salary	% Allocated to Budget	Allocated to Budget	Cost	STIPENDS (TAND)	% Holdback	TechHie Per-Apprenticeship	TechHie Program	TechHie Summer Boot Camp	TOTAL BUDGET
Youth Counselor	Compton, Elliot 3/12/19	1,971.00	18	6	27,526.15	100.0%	27,526.15	27,526.15						27,526.15
Youth Counselor	De Pina, Angel 6/30	1,920.00	0.5	12	710.00	100.0%	710.00	710.00						710.00
Youth Counselor	Carter, Emilio	1,920.00	24	12	46,512.00	100.0%	46,512.00	46,512.00						46,512.00
Youth Counselor	Curry, Ulissa	1,824.00	24	12	43,776.00	100.0%	43,776.00	43,776.00						43,776.00
Program Assistant I	Diaz, Lourdes Jul-Aug	1,989.00	4	2	1,591.20	20.0%	1,591.20	1,591.20						1,591.20
Program Assistant I	Diaz, Lourdes Jul-Aug	1,989.00	4	2	1,591.20	20.0%	1,591.20	1,591.20						1,591.20
Program Assistant I	Genarez, Ghenda 3/31	1,315.83	20	12	11,934.00	100.0%	11,934.00	11,934.00						11,934.00
Program Assistant I	Genarez, Ghenda 3/31	1,315.83	20	12	11,934.00	100.0%	11,934.00	11,934.00						11,934.00
Program Assistant I	Kos, Claudia	2,044.00	24	12	49,056.00	100.0%	49,056.00	49,056.00						49,056.00
Lead Youth Counselor	Martinez, Ana 4/6	1,491.00	6	3	2,683.80	100.0%	2,683.80	2,683.80						2,683.80
Youth Counselor	Martinez, Ana 4/6	1,491.00	6	3	2,683.80	100.0%	2,683.80	2,683.80						2,683.80
Youth Counselor	Del Toro, Ana 3/31	1,528.28	18	6	27,509.04	100.0%	27,509.04	27,509.04						27,509.04
Youth Counselor	Del Toro, Ana 3/31	1,528.28	18	6	27,509.04	100.0%	27,509.04	27,509.04						27,509.04
Program Supervisor	Vides, Paulina Jul-Aug	1,455.59	4	2	1,164.47	20.0%	1,164.47	1,164.47						1,164.47
Program Supervisor	Vides, Paulina Jul-Aug	1,455.59	4	2	1,164.47	20.0%	1,164.47	1,164.47						1,164.47
Program Supervisor	Wilson, Daren Jul-Aug	1,662.00	20	12	13,344.00	100.0%	13,344.00	13,344.00						13,344.00
Program Supervisor	Wilson, Daren Jul-Aug	1,662.00	20	12	13,344.00	100.0%	13,344.00	13,344.00						13,344.00
Work/Leadership Skills Enrichment	Wilson, Daren Sep-Jun	1,662.00	14	6	6,648.00	100.0%	6,648.00	6,648.00						6,648.00
Work/Leadership Skills Enrichment	Wilson, Daren Sep-Jun	1,662.00	14	6	6,648.00	100.0%	6,648.00	6,648.00						6,648.00
Tech Hire Summer Assistant	Leary, Debi 8/12/09/1/18	1,948.00	2	2	2,096.00	100.0%	2,096.00	2,096.00						2,096.00
Tech Hire Summer Assistant	Leary, Debi 8/12/09/1/18	1,948.00	2	2	2,096.00	100.0%	2,096.00	2,096.00						2,096.00
Program Assistant 4-6	Martinez, Lisa	1,948.00	4	6	4,388.80	100.0%	4,388.80	4,388.80						4,388.80
Program Assistant 4-6	Martinez, Lisa	1,948.00	4	6	4,388.80	100.0%	4,388.80	4,388.80						4,388.80
Program Assistant 4-6	Peralta, Walter	1,100.00	240	6	3,120.00	100.0%	3,120.00	3,120.00						3,120.00
TOTAL STIPENDS					458,069.75		458,069.75	458,069.75						458,069.75
Account Leans					781.51	100%	781.51	781.51						781.51

Staff Incentives	Rate	Annual Cost	% of Budget	Amount	% of Budget	Amount	% of Budget	Amount	% of Budget	Amount
Staff Incentives	7.65%	20,108.80	100%	20,108.80	100%	20,108.80	100%	20,108.80	100%	20,108.80
PTCA/MICA	0.87%	1,518.32	100%	1,518.32	100%	1,518.32	100%	1,518.32	100%	1,518.32
Workshop Comp	0.87%	1,747.07	100%	1,747.07	100%	1,747.07	100%	1,747.07	100%	1,747.07
Reimbursement	6.50%	1,907.07	100%	1,907.07	100%	1,907.07	100%	1,907.07	100%	1,907.07
TOTAL Staff Incentives		23,128.92		23,128.92		23,128.92		23,128.92		23,128.92

Operating Expenses:	Annual Cost	% of Budget	Amount	% of Budget	Amount	% of Budget	Amount	% of Budget	Amount
Supplies	400.00	100.0%	400.00	100.0%	400.00	100.0%	400.00	100.0%	400.00
Office and Computer Supplies including reproduction	200.00	100.0%	200.00	100.0%	200.00	100.0%	200.00	100.0%	200.00
Printing (Copies)	200.00	100.0%	200.00	100.0%	200.00	100.0%	200.00	100.0%	200.00
Cleaning Supplies	800.00	100.0%	800.00	100.0%	800.00	100.0%	800.00	100.0%	800.00
Postage	50.00	100.0%	50.00	100.0%	50.00	100.0%	50.00	100.0%	50.00
Equipment	172.40	100.0%	172.40	100.0%	172.40	100.0%	172.40	100.0%	172.40
Equipment Lease/Rent	172.40	100.0%	172.40	100.0%	172.40	100.0%	172.40	100.0%	172.40
Equipment Maintenance	2,433.20	100.0%	2,433.20	100.0%	2,433.20	100.0%	2,433.20	100.0%	2,433.20
General Liability Insurance	2,433.20	100.0%	2,433.20	100.0%	2,433.20	100.0%	2,433.20	100.0%	2,433.20
Travel	1,199.25	100.0%	1,199.25	100.0%	1,199.25	100.0%	1,199.25	100.0%	1,199.25
Out of Town Travel	1,022.76	100.0%	1,022.76	100.0%	1,022.76	100.0%	1,022.76	100.0%	1,022.76
TOTAL Operating Expenses	107,915.44	100%	107,915.44	100%	107,915.44	100%	107,915.44	100%	107,915.44

BUDGET, PROJECTED PROGRAM COST

Agency Name: Youth Co. On, Inc. Program: 93% 484,399.16 Adm: 47,605.84 Tchr: 522,005 0.86 4.00 0.00 (0.00) 0.00 0.01

Project Name: Miami Dade Co. School Youth

Period: 7/1/78 - 6/30/79 \$2,244.67

Programmatic Funds Awarded: 3,068.00

Funding Source: 14,096.10

WIDA (WE) 7% 154,453.00

WIDA (TH) 16.10%

TAMF (TH) 69,971.63

Partnership #1 13,930.13

Techinfo #1 64,450.29

Partnership #2 631,028.88

Totals: 64,420 \$1,807.51 923,458

Adm: 47,605.84 Tchr: 522,005

Total Budget: \$15,906.72

Returnment/WFE: 638,993.96

STIPENDS (TAMF)

7% Holdback: 48,348.67

100% Award: 30,035.13

100% Award: 78,746.58

100% Award: 144.11

100% Award: 288.25

100% Award: 6,102.52

Total Budget: \$1,807.51

Ampl: 90.00 \$ 360.00

Staff Development paid with earned performance TRD 16.00 \$ 320.00

Ampl: 4.00 \$ 402.50

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Ampl

Adm

Total Award

851,628.87

81,809.54

903,438.42

BUDGET: PROJECTED ADMINISTRATIVE COST--MODIFIED TOTAL DIRECT

Agency Name: Youth Co Op, Inc
 Project Name: Miami Dade In School Youth
 Period: 7/1/18 - 6/30/19
 Funding Source: Youth Co Op, Inc

	Cost Reimbursement/WF 93%	Supends	Holdback 7%	TechHire Pre-Apprenticeship	TechHire Internship	TechHiresumner Boot	Total Budget
	% Amount	% Amount	% Amount	% Amount	% Amount	% Amount	% Amount
Allocation Base/Modified Total Direct:	851,628.88	638,894.98	49,500.00	48,349.67	78,746.58	6,102.52	851,628.87
LESS (if applicable):							
Space Lease/Rent	(2,068.89)						(2,068.89)
Equipment Lease/Rental	(8,800.00)			(8,800.00)			(8,800.00)
Capital Equipment	(250,457.65)	(166,412.65)	(49,500.00)	(6,750.00)	(11,690.00)		(250,457.65)
WFMS	(78,350.42)			(13,930.13)	(64,420.29)		(78,350.42)
Modified Total Direct Cost:	511,952.01	470,413.53		32,799.67	2,636.29	6,102.52	511,952.00
5780 Indirect Cost Rate:	10.12%	\$ 51,809.54	\$ 47,605.84	\$ 3,319.33	\$ 266.79	\$ 617.58	\$ 51,809.54
5991 Attrition for Budget Purposes (if required):							
TOTAL ADMINISTRATIVE COST: (Cannot exceed 10% of contract award):		47,605.84		3,319.33	266.79	617.58	51,809.54

BUDGET NARRATIVE

Agency Name:

Youth Co-Op, Inc

Project Name:

Miami Dade In School Youth

Period:

7/1/18 - 6/30/19

Program

Each staff position is listed in the attached line item budget, including the position title, pay periods, rate to be charged to this program and the percentage of time devoted to each activity. Cost allocation was done in accordance with the approved plan. Staff Incentives for performance have been allocated on a percentage of total staff salaries and will be distributed in accordance with the approved plan, taking into account individual performance and the achievement of contract goals.

Total Salaries **344,868.61**

Staff Incentives:

Youth Co-Op has a board approved performance payment plan where staff can earn up to 20% of their annual salary dependent upon their score in the performance evaluation, completion of program goals and funding availability. However, in the case of CSSF Youth Programs, the incentives amount is capped at 3% of the contract award. These incentives are distributed at year-end, after the program's performance for the year is measurable and the final earned amount is known.

Total staff incentives and associated fringes. **23,128.92**

Accrued Leave

Vacation Pay for staff who have more than 80 hours cumulative at end of contract as contingency. Vacation pay is calculated at the same rate of pay as regular time worked. The total amount is an approximation based on a percentage of the actual accrued balance as of the previous year, which varies from center to center depending on program staff salaries and seniority.

Accrued Leave - x 0.00% (rounded) **781.51**

Fringe Benefits:

Fica/Mica		7.65%	of staff salaries	26,442.23
Workman's Comp rate 2017 1%, then .8689% 2018	average	0.87%	of staff salaries	3,003.35
Retirement		6.50%	of staff salaries	22,467.26
Unemployment: 3.04% of \$7,000 for 2017, then		1.68%	first \$7000/ calendar year	847.21
Health/Dental - United Health Care & Metlife			per benefits table	53,308.60
Life/Disability Ins. - Mutual of Omaha & Principal Life			per benefits table	1,846.79

Total Fringes **\$ 107,915.44**

Operating Expenses:

Cellular - cost allocated

Rate **months** **allocated**

For selected program staff as needed, to be used for program related business, communications with program locations, funders etc..

Youth Program Manager	\$ 100.00	x	12	20%	240.00
Program Supervisor	-	x	12	100%	-
Youth Counselor	\$ 62.0830	x	12	100%	745.00
Youth Counselor	\$ 82.25	x	12	100%	987.00
					\$ 1,972.00

Supplies

Folders for participant records materials for resource room, testing forms, papers, binders, pens and other office, or computer supplies. Projected average per month

monthly average \$ 400.00 12.00 4,800.00

Printing: Stationery, business cards, and program forms necessary to carry out program activities. Photographic supplies, supplies for copiers, excess copies, Printing of ID cards for staff as needed

quarterly average \$ 200.00 4.00 800.00

Janitorial supplies and cleaning materials when applicable. Projected average per month.

quarterly average \$ 200.00 4.00 800.00

Postage

Postage as needed, for communications with participants, outreach, reports to funders and/or volunteers and donors

quarterly average \$ 50.00 4.00 200.00

Equipment

Copiers Lease and or Maintenance Agreements, one for each location

100% \$ 172.40 x 12 2,068.80

Insurance

General Liability and Umbrella

101,564.00 2.395731% 2,433.20

Property and Glass -Charged to owned property in leased space only 0

109,187.14

Auto- Premium is for YCOOP Youth Bus and auto 0

12,589.00

\$ 223,340.14

Travel

Mileage and tolls for local meetings, home visits and workshops

miles 2,450.00 unit cost 0.45 tolls/parking 109.00 1,199.25

Out of Town /Travel

For staff to attend trainings provided out of town, TBD from performance award. Lodging and transportation 1,022.76

Professional Services (list each)

Permits and Licenses/Fees paid for permits and/or licenses required to operate location. based on previous year costs

5,408.00

Staff Development paid with earned performance TBD

432.36

Attrition - Can not be spent in current period

Portable printers 4" x 5" \$180, chairs to replace old chairs at schools for staff 5 x 152 1,480.00

Minor Equipment

Capital Equipment (software and hardware)

Computers for program staff and classroom, to be procured

Computers, 8 x 800 including peripherals, laptops 4 x 600

8,800.00

Non-Capital Equipmeht (software and hardware)

Professional Services (list each)

Background Checks as needed, for staff, mentors or interns , range from \$24 each for basic background, plus \$40 for drug testing and \$50 each for level two background. or updates as required by law

Background Checks For Staff	5230	\$90.00	x	4	360.00
Background checks for clients, Clearinghouse and/or Worknumber verifications of credentials and academic grades and follow ups.	5520	\$24.00	x	200	4,800.00
	5520	\$2.50	x	200	500.00
	5520	\$10.40	x	50	520.00
Training Materials and Supplies	5525	100	X	\$ 12.00	1,200.00

Other : Participant Costs

Program/Instructional Supplies

Activities:	Units	SNACKS	COST/ADMISSIONS	TRANSPORT	
Snacks provided to Youth participating in Work Orientation sessions (5) - Pre summer work experience \$6. for	695.00	3,475.00			3,475.00
Leadership and Team Building activities such as FIU ROPES COURSE PER YOUTH or similar - \$45 ADM +7.5 MEALS x units	30	225.00	1,350.00		1,575.00
Participants Transportation (\$265. per bus)	2		265.00	530.00	530.00
Cost of Graduation/Awards Ceremony for students who attain GED or High School Diploma at an average of \$35 each for estimated 50 students	50		1,750.00		1,750.00
Visits to EVERGLADES NATIONAL PARK or similar natural science venues - \$10 ADM + \$5 MEALS x units + \$300 PER BUS(2)					

Cost of Child Care as needed by participants who attend tutoring, GED classes and other activities (Provider fees vary from \$65 to \$125 per week. Projection is an average)

# of youth	18 weeks		\$100 per week		slots average hours
	rate	slots	rate	slots	
135	\$ 8.25	138.6801347			
		143,478.87		7.65%	
Tuition and books			youth at a cost of		
Incentive Bonus and other support	135		youth at a cost c		\$ 100.00

SAMS Allocations

Summer Wages					143,478.87
Summer Fringes					10,976.13
WFMS-Career Pathways					
WFMS-Tuition and Books/ ITA/ GED					
WFMS-Support Services					
Tech Hire Pre-App	11 Pre- Apprenticeship Summer Internships and Fringes				30,035.13
Tech Hire Internships	Tech Hire Summer Internships and Fringes				76,110.29
WFMS-Transportation	Bus passes 50 at a cost of \$ 56.25				2,812.50
WFMS-Stipend	Stipends for 99 youth at \$500 for a total of 49,500 -additional Participant Costs allocation for stipends for youth participating in the TechHire Summer Boot Camp Program				49,500.00
TOTAL Participant Support					\$ 326,412.92

Allocation Base (Modified Total Direct)

\$ 849,233.76

Less Leases and Capital Purchases

\$ (10,868.80)

WFMS Allocations

\$ (326,412.92)

Modified Total Direct Cost:

\$ 511,952.04

ADMINISTRATIVE COST

Indirect Cost Rate: 10.12%

\$ 51,809.54

Attrition

TOTAL ADMINISTRATIVE COST

\$ 51,809.54

Attrition

2,395.00

TOTAL Contract Award

rounded \$ 903,438

100 % award, \$ 903,438