



State of Florida  
Department of Children and Families

Ron DeSantis  
Governor

Chad Poppell  
Secretary

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October 10, 2019

Mr. Rick Beasley  
Executive Director  
South Florida Workforce Investment Board  
7300 Corporate Center Drive, Suite 500  
Miami, FL 33125

Re: **Executed Amendment #0007 to Contract XK050**

Dear Mr. Beasley:

Please find enclosed for your files, an executed copy of Amendment #0007 to restate the terms and conditions of Contract XK050 - Employment Services.

I sincerely appreciate your assistance in expediting these documents. Should you have any questions or concerns, please feel free to call me at (786) 257-5175.

Sincerely,

Andrea Gordon  
Contract Manager  
Refugee Services

cc: Contract File #XK050

Encls.

Refugee Services Program  
401 NW 2<sup>nd</sup> Avenue, Suite N-812, Miami, Florida 33128

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Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

Effective the latter of September 30, 2019 or the last date of the signatories, this amends the above referenced **Contract as follows:**

1. **In CF Standard Contract 2018, Part 2 of 2, EXHIBIT A1- PROGRAMMATIC DEFINITIONS, Section A1-1.12. is amended to read:**
  - A1-1.12. Family Self Sufficiency Plan.** A plan that includes the completion of the Refugee Services Assessment and addresses the employment-related service needs of the employable members in a family unit for the purpose of enabling the family to achieve Economic Self Sufficiency through the employment of one or more family members.
2. **In CF Standard Contract 2018, Part 2 of 2, EXHIBIT A1- PROGRAMMATIC DEFINITIONS, Sections A1-1.26. through A1-1.28. are added to read:**
  - A1-1.26. Career Laddering Placement.** The acceptance of unsubsidized full-time (35 hours of more per week) employment as a result of a referral from the employment service provider, that is related to the client's CL Assessment and CL plan and as a result of career laddering services provided, including but not limited to, vocational training, skills re-certification, re-credentialing, short-term training (STT), or on-the-job training (OJT). Employment must be consistent with the provisions of 45 CFR 400.81 and clients' employability plans.
  - A1-1.27. Refugee Services Assessment.** A tool used to determine a client's service needs at various points in their resettlement process.
  - A1-1.28 Non-Employable Entrants.** Cuban/Haitian Entrants who have been issued the (DHS) form I-862 (Notice to Appear, or NTA) or the DHS Form I-220a (Release on Own Recognizance) only, or any other documentation placing them into removal proceedings only and who have not been granted parole.
3. **In CF Standard Contract 2018, Part 2 of 2, EXHIBIT B – SCOPE OF WORK, Section B-5.1., in the first sentence, the word “eligible” is inserted between the word “serve” and “refugees/entrants.”**
4. **In CF Standard Contract 2018, Part 2 of 2, EXHIBIT B – SCOPE OF WORK, Section B-8.4., is added to read:**
  - B-8.4.** Non-Employable Entrants cannot receive employability services.
5. **In CF Standard Contract 2018, Part 2 of 2, EXHIBIT C- TASK LIST, Section C-1.7. is amended to read:**
  - C-1.7. Family Self Sufficiency Plan (FSSP).** The Provider shall develop a FSSP within fifteen (15) calendar days of intake, including a Refugee Services Assessment, for anyone who receives employment services. The plan shall address the employment related needs for each of the employable members in a family for the purpose of enabling the family to achieve economic self-sufficiency through the employment of one or more family members. The Refugee Services Assessment is only required for clients receiving an initial FSSP into employment services in Miami-Dade County. A former client who received services through the Provider and is returning for additional services is not required to complete the Refugee Services Assessment. Each plan shall include the following:

**6. In CF Standard Contract 2018, Part 2 of 2, EXHIBIT C- TASK LIST, Section C-1.34. is added to read:**

**C-1.34. Career Laddering Job Placement.** The Provider shall place clients in career field related jobs that meet the criteria for employment in 45 CFR 400.81 and is aligned with the client’s CL Assessment and CL plan. Career laddering job placement activities shall include the following components.

**C-1.34.1.** The Provider shall provide referrals to identified jobs for which the client is qualified and to the greatest degree possible; the position is related to the client’s employment plan; if the client is a CL client, the provider shall refer clients to jobs in a related field as identified in their CL plan;

**C-1.34.2.** Upon career laddering program completion, the Provider shall assist clients in developing their resumes, completing job applications on paper and on-line, obtain interviews and ensure the client understands when and where the interview will occur;

**C-1.34.3.** The Provider shall emphasize full-time placement jobs which offer health insurance access within six (6) months of employment;

**C-1.34.4.** The Provider shall emphasize full-time career laddering placement jobs, in a related training field (if the client is a CL client or if training was provided); and

**C-1.34.5.** The Provider shall complete the Employment and Career Laddering Placement form (**Exhibit C5**) for each job placement and obtain either a copy of clients’ most recent check stub or the employer’s signature to verify the career laddering job placement. A verified job placement or career laddering job placements has been delivered when an eligible client accepts full-time employment as a result of a referral from the Provider and upon completion of CL plan and career laddering services provided.

**7. In CF Standard Contract 2018, Part 2 of 2, EXHIBIT C8 REPORTING REQUIREMENTS, the highlighted portion of the below table amends EXHIBIT C8. The non-highlighted parts are for illustrative purposes only, and the original contract, as previously amended, if applicable, remains the official text of the non-highlighted parts.**

**Exhibit C8 - REPORTING REQUIREMENTS**

Required Reporting	Frequency	Due Date	Number & Type of Copies Due	DCF Office
Invoice <b>EXHIBIT F3</b>	Monthly	27th day of each month	1 electronic and 1 hard copy	Refugee Services Office 401 NW 2 <sup>nd</sup> Avenue Miami, FL 33128

<p>Narrative Reporting Requirements, as specified in <b>EXHIBIT C1</b></p>	<p><u>Quarterly:</u> FFY2016 – FFY2018 <u>Semi-Annually</u> FFY2019-FFY2020</p>	<p>October 10, 2015 February 10, 2016 June 10, 2016 October 10, 2016 February 10, 2017 June 10, 2017 October 10, 2017 February 10, 2018 June 10, 2018 October 10, 2018 April 10, 2019 October 10, 2019 April 10, 2020 October 10, 2020</p>	<p>1 electronic and 1 hard copy</p>	<p>Refugee Services Office 401 NW 2<sup>nd</sup> Avenue Miami, FL 33128</p>
<p>Actual Expenditure Report <b>EXHIBIT F4</b></p>	<p>Quarterly</p>	<p>45 days following the end of the quarter. Not required as of 10/01/2017</p>	<p>1 electronic and 1 hard copy</p>	<p>Refugee Services Office 401 NW 2<sup>nd</sup> Avenue Miami, FL 33128</p>
<p>Limited English Proficiency (LEP) Policy</p>	<p>Within 60 days following the contract effective date [and the LEP Policy Questionnaire annually thereafter (for multi-year contracts)]</p>	<p>December 1, 2015 December 1, 2016 December 1, 2017 December 1, 2018 December 1, 2019 December 1, 2020</p>	<p>1 electronic and 1 hard copy</p>	<p>Refugee Services Office 401 NW 2<sup>nd</sup> Avenue Miami, FL 33128</p>
<p>Financial and Compliance Audit and accompanying management letter as specified in Attachment 1</p>	<p>Annually</p>	<p>Within 180 days following Provider's fiscal year end or within 30 days of Provider's receipt of the audit report, whichever occurs first</p>	<p>1 electronic copy to the contract manager  1 electronic copy to Inspector General</p>	<p>Refugee Services Office 401 NW 2<sup>nd</sup> Avenue Miami, FL 33128  Office of the Inspector General, Provider Audit Unit 1317 Winewood Boulevard Building 5, Room 237 Tallahassee, FL 32399-0700 Single.audit@myflfamilies.com</p>
<p>Inventory Report <b>EXHIBIT C2</b></p>	<p>Annually and 30 days prior to completion of contract</p>	<p>November 1, 2015 November 1, 2016 November 1, 2017 November 1, 2018 November 1, 2019 November 1, 2020</p>	<p>1 electronic and 1 hard copy</p>	<p>Refugee Services Office 401 NW 2<sup>nd</sup> Avenue Miami, FL 33128</p>
<p>Emergency Preparedness Plan as specified in Section 9.2 of the Standard Contract</p>	<p>Within 30 days of contract execution, an updated plan shall be submitted no later than 12 months following the acceptance of an original plan or an updated plan</p>	<p>Within 30 days of contract execution and an updated plan annually thereafter</p>	<p>1 electronic and 1 hard copy</p>	<p>Refugee Services Office 401 NW 2<sup>nd</sup> Avenue Miami, FL 33128</p>
<p><b>Civil Rights Compliance Checklist</b> as specified in Section 7.13 of the Standard Integrated Contract</p>	<p>Within 30 days of contract execution and annually thereafter for multi-year contracts</p>	<p>Within 30 days of contract execution and an updated plan annually thereafter.</p>	<p>1 hard copy</p>	<p>Refugee Services Office 401 NW 2<sup>nd</sup> Avenue Miami, FL 33128</p>
<p><b>Proof of Liability Insurance</b> as specified in Section 4.5. of the Standard Integrated Contract</p>	<p>Within 30 days of contract execution and annually upon policy expiration date</p>	<p>Within 30 days of contract execution and annually upon policy expiration date</p>	<p>1 hard copy</p>	<p>Refugee Services Office 401 NW 2<sup>nd</sup> Avenue Miami, FL 33128</p>

Support to the Deaf or Hard of Hearing as specified in Section 9.3.2 of the Standard Integrated Contract	Monthly	5 <sup>th</sup> business day of each month	1 electronic	The Office of Civil Rights Form Site: <a href="https://fs16.formsite.com/DCFTraining/Monthly-Summary-Report/form_login.html">https://fs16.formsite.com/DCFTraining/Monthly-Summary-Report/form_login.html</a>
Employment Screening Affidavit as specified in Section 4.14.2. of the Standard Integrated Contract	Annually	July 1, 2016 July 1, 2017 July 1, 2018 July 1, 2019 July 1, 2020	1 electronic and 1 hard copy	Refugee Services Office 401 NW 2nd Avenue Miami, FL 33128
Local Job Market Survey	Annually	Within 30 days of contract execution and annually thereafter	1 electronic and 1 hard copy	Refugee Services Office 401 NW 2nd Avenue Miami, FL 33128
Uptake Analysis	Annually	January 15, 2016 January 15, 2017 January 15, 2018 January 15, 2019 January 15, 2020	1 electronic and 1 hard copy	Refugee Services Office 401 NW 2nd Avenue Miami, FL 33128

**8. In CF Standard Contract 2018, Part 2 of 2, EXHIBIT D-DELIVERABLES, Section D-1.1.7. is added to read:**

**D-1.1.7.** The Provider shall deliver the following service units for the period of October 1, 2019 through September 30, 2020. Service Units are verified job placements as described in the Task List, Sections C-1.16, C-1.34, and C-1.19 of this contract. A verified job placement has been delivered when an eligible client accepts full-time employment as a result of a referral from the Provider.

**9. In CF Standard Contract 2018, Part 2 of 2, EXHIBIT D-DELIVERABLES, Sections D-1.1.8. and D-1.1.9 are added to read:**

**D-1.1.8.** For the period of October 1, 2019 through September 30, 2020, the Provider shall provide at least 5457 verified job placements. The minimum monthly job placements shall not be fewer than 432.

**D-1.1.9.** For the period of October 1, 2019 through September 30, 2020, the Provider shall deliver a minimum of 35 verified Career Laddering job placements.

**10. In CF Standard Contract 2018, Part 2 of 2, EXHIBIT E- MINIMUM PERFORMANCE MEASURES, Section E-1.4. and Section E-1.5., the end date September 30, 2019 is replaced by September 30, 2020.**

**11. In CF Standard Contract 2018, Part 2 of 2, EXHIBIT E- MINIMUM PERFORMANCE MEASURES, Section E-3.4. and Section E-3.5., the end date September 30, 2019 is replaced by September 30, 2020.**

12. The highlighted portion of the below table amends EXHIBIT F-METHOD OF PAYMENT, Section F-2., Total Contract Amount. The non-highlighted parts of the below table are for illustrative purposes only, and the original contract, as previously amended, if applicable, remains the official text of the non-highlighted parts.

Total Contract Amount (by budget period)	
Budget Period	Budget Amount
FFY2015-2016	\$12,522,250.00
FFY2016-2017	\$14,304,080.00
FFY2017-2018	\$10,000,000.00
FFY2018-2019	\$ 7,500,000.00
FFY2019-2020	\$7,500,000.00
<b>Total Contract Amount</b>	<b>\$51,826,330.00</b>

13. In CF Standard Contract 2018, Part 2 of 2, EXHIBIT F - METHOD OF PAYMENT, Section F-3.1., the end date September 30, 2019 is replaced by September 30, 2020.

14. The highlighted portion of the below table amends EXHIBIT F-METHOD OF PAYMENT, Section F-3.1., Total Fixed Price Amount. The non-highlighted parts of the below table are for illustrative purposes only, and the original contract, as previously amended, if applicable, remains the official text of the non-highlighted parts.

Total Fixed Price Amount (by budget period)	
Budget Period	Fixed Price Budget Amount
FFY2015-2016	\$12,107,407.00
FFY2016-2017	\$12, 820,896.00
FFY2017-2018	\$9,172,002.00
FFY2018-2019	\$6,769,142.00
FFY2019-2020	\$6,727,200.00
<b>Total Fixed Price Amount</b>	<b>\$47,596,647.00</b>

15. In CF Standard Contract 2018, Part 2 of 2, EXHIBIT F-METHOD OF PAYMENT, Section F-3.6., the ending dates September 30, 2019 are replaced by September 30, 2020.

16. In CF Standard Contract 2018, Part 2 of 2, EXHIBIT F-METHOD OF PAYMENT, Section F-3.6.1., the phrase “section F-3.4.” is replaced by “section F-3.7. for the period October 1, 2018 through September 30, 2019, and section F-3.8. for the period October 1, 2019 through September 30, 2020.

17. In CF Standard Contract 2018, Part 2 of 2, EXHIBIT F-METHOD OF PAYMENT, Section F-3.6.3., is amended to read:

**F-3.6.3.** The maximum monthly service cost shall not exceed \$564,095.16 for the period October 1, 2018 through September 30, 2019, and \$560,600.00 for the period October 1, 2019 through September 30, 2020, excluding training costs.

**18. The highlighted portion of the below table amends EXHIBIT F-METHOD OF PAYMENT, Section F-3.8., Total Cost Reimbursement Amount. The non-highlighted parts of the below table are for illustrative purposes only, and the original contract, as previously amended, if applicable, remains the official text of the non-highlighted parts.**

<b>Total Cost Reimbursement Amount (by budget period)</b>	
<b>Budget Period</b>	<b>Fixed Price Budget Amount</b>
FFY2015-2016	\$414,843.00
FFY2016-2017	\$1,483,184.00
FFY2017-2018	\$827,998.00
FFY2018-2019	\$730,858.00
FFY2019-2020	\$772,800.00
<b>Total Cost Reimbursement Amount</b>	
	\$4,229,683.00

**19. In CF Standard Contract 2018, Part 2 of 2, EXHIBIT F-METHOD OF PAYMENT, Section F-3.9., is added to read:**

**F-3.9. Service Unit Fee Table for the period October 1, 2019 to September 30, 2020.**

<b>Service Unit Type</b>	<b>Unit Rate</b>
Verified regular job placement 0-12 Months (applies to arrivals as of October 1, 2019)	\$840.00
Verified regular job placement 0-12 Months (applies to arrivals prior to October 1, 2019)	\$1,040.00
Verified regular job placement 12 – 24 months (5 placement cap for client)	
Verified regular job placement 25 – 60 months (5 placement cap for client)	\$1,350.00
Verified regular job placement >12-36 months (never previously placed)	\$1,200.00
0-12 Months Enrollment (Enrollment includes completion of the FSSP/RS Assessment, Employability Plan, orientation, and at least one pre-employment activity). (Applies to arrivals as of October 1, 2019). Limit to one-time payment per client.	\$200.00
Wage Rate Incentive \$14.00 p/h employed on the 180 days	\$200.00
Verified regular job placement during/upon completion of CL participation	\$700.00
<b>Career Laddering</b>	
	<b>Unit Rate</b>
Completion of CL Assessment and CL Plan per C-1.16	\$200.00
Career Laddering Job Placement in field of study	\$1,400.00

- 20. In CF Standard Contract 2018, Part 2 of 2, EXHIBIT F-Method of Payment, Section F-11.,** the word “and” after the number 347, and the period “.” After the number 350 are deleted and the phrase “, and FY2019-2020 Appropriation Line Item 351.” is added after the number 350.
- 21. In CF Standard Contract 2018, Part 2 of 2, EXHIBIT F1-ADDITIONAL FINANCIAL CONSEQUENCES, Section F1-3.2., is added to read:**
  - F1-3.2.** If the Provider fails to provide the monthly minimum of 432 service units it shall result in a payment reduction of **\$536.00** per service unit not met, for the period from **October 1, 2019 to September 30, 2020.**
- 22. The attached EXHIBIT F2-PROJECT BUDGET SUMMARY (FFY2020) is hereby added.**



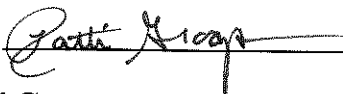
All provisions in the Contract and Any attachments thereto in conflict with this Amendment are changed to conform with this Amendment. All provisions not in conflict with this Amendment are still in effect and are to be performed at the level specified in the Contract. This Amendment and all its attachments are made a part of the Contract.

IN WITNESS THEREOF, the parties cause this amendment to be executed by their duly authorized officials.

**PROVIDER: SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**      **DEPARTMENT: STATE OF FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES**

SIGNED BY: 

NAME: Rick Beasley  
TITLE: Executive Director

SIGNED BY: 

NAME: Patti Grogan  
TITLE: Director, Refugee Services

DATE: 9/26/19

DATE: 10/7/19

Federal ID Number: F204957175

**EXHIBIT F2 – PROJECT SUMMARY BUDGET (FFY 2020)**

PROJECT BUDGET SUMMARY					
<b>PROVIDER NAME:</b>	South Florida Workforce Investment Board		<b>TYPE OF CONTRACT:</b>	Cost Reimbursement	
<b>CONTRACT #</b>	XK050		<b>CONTRACT AMOUNT:</b>	\$51,826,330.00	
<b>CONTRACT PERIOD:</b>	10/1/2015	-	9/30/2020	<b>CONTRACT MANAGER:</b>	Erica Perdomo
<b>BUDGET PERIOD:</b>	10/1/2019	-	9/30/2020	<b># of Months in Budget Period</b>	12
<b>Personnel</b>				<b>% of budget</b>	<b>Estimated Total</b>
A. Personnel				\$	285,138
B. Fringe Benefits				\$	130,169
C. Other Personnel Services (OPS)				\$	-
D. Background Checks				\$	-
<b>Personnel Costs Total</b>				<b>\$</b>	<b>415,307</b>
<b>Travel</b>					<b>Estimated Total</b>
E. Staff Travel/Training				\$	160
F. Client Transportation				\$	20,250
<b>Travel Costs Total</b>				<b>\$</b>	<b>20,410</b>
<b>Expense</b>					<b>Estimated Total</b>
G. Office Expenses					
1. Utilities				\$	-
2. Telephone				\$	-
3. Postage/Shipping				\$	-
4. Copies/Printing				\$	-
5. Office Supplies				\$	-
6. Janitorial Supplies				\$	-
7. Building Maintenance & Repair				\$	-
8. Equipment Repair				\$	-
9. Office Equipment				\$	-
10. Security Services				\$	-
H. Rental Use of Space				\$	-
I. Rental Equipment				\$	-
J. Insurance				\$	-
K. Advertising/Outreach				\$	-
L. Membership Fee/Subscriptions				\$	-
M. Client Educational/Training Tools				\$	-
N. Fixed Price Services				\$	-
O. Information Resource Technology				\$	-
P. Subcontracted Services				\$	31,128
Q. Subcontracted Client Services				\$	6,727,200
R. Financial Audit				\$	-
<b>Expense Cost Total</b>				<b>\$</b>	<b>6,758,328</b>
<b>Direct Costs</b>					<b>Estimated Total</b>
S. Operating Capitol Outlay (>\$1,000.00)				\$	-
T. Indirect Costs (less OCO)				\$	305,954
<b>Direct Cost Total</b>				<b>\$</b>	<b>305,954</b>
<b>Total Contract Budget</b>				<b>\$</b>	<b>7,500,000</b>
<b>Total Contract Budget Rounded to the Nearest Whole Dollar</b>				<b>\$</b>	<b>7,500,000</b>

EXHIBIT F2 – PROJECT SUMMARY BUDGET (FFY 2020)

Position Title	Salaries			Federal Income Taxes		Health/Dental Ins		Flex Incentive		Life Ins		Disability Ins	
	Salary	% Charge to Project	Service Months	Total Salary Charge to Project	FICA & MCA 7.65%	Am't Charge to Project	Employer's CTRB	Am't Charge to Project	Employer's CTRB	Am't Charge to Project	Employer's CTRB	Am't Charge to Project	Employer's CTRB
SPWIBELVS1	48,805.60	100%	12	\$ 48,806	\$ 3,734	\$ 3,734	\$ 15,350	\$ 15,350	\$ 1,100	\$ 1,100	\$ 198	\$ 198	\$ -
SPWIBELVS1	51,040.15	100%	12	\$ 51,040	\$ 3,905	\$ 3,905	\$ 15,350	\$ 15,350	\$ 1,100	\$ 1,100	\$ 165	\$ 165	\$ -
Admin Officer 2	52,492.87	100%	12	\$ 52,494	\$ 4,016	\$ 4,016	\$ 15,350	\$ 15,350	\$ 1,100	\$ 1,100	\$ 170	\$ 170	\$ -
SPWIBELVS2	65,870.17	100%	12	\$ 65,870	\$ 5,039	\$ 5,039	\$ 15,350	\$ 15,350	\$ 1,100	\$ 1,100	\$ 213	\$ 213	\$ -
<b>Subtotal</b>	<b>218,209.79</b>			<b>218,209.79</b>	<b>16,693.05</b>	<b>16,693.05</b>	<b>61,400.00</b>	<b>61,400.00</b>	<b>4,400.00</b>	<b>4,400.00</b>	<b>707.00</b>	<b>707.00</b>	<b>\$ -</b>
<b>Partially Allocated Staff:</b>													
Quality Assurance Partially Alloc Staff Salary													
Quality Assurance Partially Alloc Staff Fringe													
Contracts Compliance Partially Alloc Staff Salary													
Contracts Compliance Partially Alloc Staff Fringe													
<b>Totals</b>	<b>437,419.58</b>			<b>\$ 437,420</b>	<b>\$ 33,385</b>	<b>\$ 33,385</b>	<b>\$ 122,800</b>	<b>\$ 122,800</b>	<b>\$ 8,800</b>	<b>\$ 8,800</b>	<b>\$ 1,414</b>	<b>\$ 1,414</b>	<b>\$ -</b>

Position Title	Salaries			Workers Comp		Unemployment Ins		Retirement/Pension		Totals		
	Salary	% Charge to Project	Service Months	Total Salary Charge to Project	Percentage of Total Salary 0%	Am't Charge to Project	Percentage of Total Salary up to \$7,000 0%	Am't Charge to Project	Employer's CTRB 8.61%	Am't Charge to Project	Benefits Charged to Project	Salary & Benefits Charged to Project
SPWIBELVS1	48,805.60	100%	12	\$ 48,806	\$ -	\$ -	\$ -	\$ -	\$ 4,202	\$ 4,202	\$ 24,544	\$ 73,350
SPWIBELVS1	51,040.15	100%	12	\$ 51,040	\$ -	\$ -	\$ -	\$ -	\$ 4,395	\$ 4,395	\$ 24,914	\$ 75,955
Admin Officer 2	52,492.87	100%	12	\$ 52,494	\$ -	\$ -	\$ -	\$ -	\$ 4,520	\$ 4,520	\$ 25,156	\$ 77,649
SPWIBELVS2	65,870.17	100%	12	\$ 65,870	\$ -	\$ -	\$ -	\$ -	\$ 5,671	\$ 5,671	\$ 27,374	\$ 93,244
<b>Subtotal</b>	<b>218,209.79</b>			<b>218,209.79</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>18,787.86</b>	<b>18,787.86</b>	<b>101,987.91</b>	<b>320,197.70</b>
<b>Partially Allocated Staff:</b>												
Quality Assurance Partially Alloc Staff Salary												\$ 19,006
Quality Assurance Partially Alloc Staff Fringe												\$ 8,852
Contracts Compliance Partially Alloc Staff Salary												\$ 47,922
Contracts Compliance Partially Alloc Staff Fringe												\$ 19,229
<b>Subtotal</b>	<b>437,419.58</b>			<b>\$ 437,420</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37,576</b>	<b>\$ 37,576</b>	<b>\$ 200,976</b>	<b>\$ 415,507</b>

Legend:  
CTR - Contribution

**EXHIBIT F2 – PROJECT SUMMARY BUDGET (FFY 2020)**

PERSONNEL NARRATIVE	
POSITION	DESCRIPTION OF DUTIES
Administrative Officer 2	Supervisor of Refugee Employment and Career Laddering Program. Reviews and approves all assessments for clients referred to CL, assists service provider vocational counselors in the development of career plans, makes the final determination as to who is approved for the CL Program and administers vocational assessments and inventories, as needed. This position is also responsible for all programmatic functions of the CL Program and Employment Program which include but are not limited to Supervision and on-going support and training to Providers, develops and updates program guidelines; monitors performance; maintains internal database for CL services, approves all CL placements, monitors case management and follow up services, develops community links and resources for CL clients, tracks invoices paid, and administrative duties as needed.
Administrative Officer 1 (SFWBELV52)	This position is responsible for reviewing and approving all supporting documentation for benchmark payment and reimbursement of the RET Service Providers. She coordinates payment and disallowances with finance, tracks for each service partner the service units approved, year to date invoice amount, record of modifications and balance for each line item. This position reports to the program supervisor expenditure rates and the need to move monies in the fixed rate budget to allow for maximum payment on each sub-contract. Staff also provides technical assistance to refugee partners on issues of quality assurance, invoicing and benchmark eligibility/compliance.
Clerk 3 (SFWBELV51)	Responsible for the data quality assurance of five (5) Refugee Service Providers, monitoring the data entered in the RSDS and the supporting documentation submitted by the service providers in their monthly invoice, provide technical assistance as needed on eligibility determination, data entry and data quality assurance and conducting random employment verifications. Staff continuously provided feedback to Service Providers on follow ups due, closures and data reporting requirements. This position also supports the Invoicing process by obtaining the required supporting documentation for the Cost Reimbursement portion of the Invoice. During the Summer Program, this position is also responsible for approving eligibility and monitoring payroll compliance with hours worked including child labor laws and payroll taxes (fica/mica).
Clerk 3 (SFWBELV51)	Responsible for the data quality assurance of five (5) Refugee Service Providers, monitoring the data entered in the RSDS and the supporting documentation submitted by the service providers in their monthly invoice, provide technical assistance as needed on eligibility determination, data entry and data quality assurance and conducting random employment verifications. Staff continuously provided feedback to Service Providers on follow ups due, closures and data reporting requirements. This position also supports the CL component of this program entering all the data required in RSDS and internal database for tracking referrals, completions, benchmark record, approved CL Plans and CL Placements. During the Summer Program, this position is also responsible for approving eligibility and monitoring payroll compliance with hours worked including child labor laws and payroll taxes (fica/mica).
Other	The other positions shown are primarily for staff who perform quality and financial monitoring activities for the refugee program service providers. The percent charge to the Refugee Program is based on historical data. It is at the Supervisors discretion how they will assign staff and who will be assigned to monitor the different programs.
Additional Information:	

FRINGE BENEFITS	
TYPE	DESCRIPTION
Federal Income Taxes	In accordance with Social Security Administration rates
Health/Dental Ins	Includes both Medical and Dental Insurance
Flexible/Incentive	Incentive to offset costs of Medical and Dental costs and/or to choose a less expensive provider for a procedure
Life Ins	Life Insurance as per Miami Dade County HR benefits @ .00346%
Disability Ins	
Workers Comp	
Unemployment Ins	
Retirement/Pension	In accordance with the State of Florida (FRS) funding rates @ 8.47%
Additional Information:	
SFWIB follows all personnel policies of Miami Dade County. If employees have an annual leave or sick leave balance accrued per pay period, they would be compensated for any vacation or sick time taken off.	
SFWIB employees are covered under the collective bargaining agreements applicable to all Miami Dade County employees, and such the merit and cost of living increase assumptions included in the budget are consistent the current status of these agreements. Additionally, employees with 10 or more years of service receive a "longevity bonus" annually which has been factored in the salary costs.	

**EXHIBIT F2 – PROJECT SUMMARY BUDGET (FFY 2020)**

<b>C. OTHER PERSONNEL SERVICES (OPS)</b>					
Position	Salary/ Wages	Hours	Months/ Weeks	% on Proj.	Total
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>OPS Total</b>					<b>\$ -</b>

NARRATIVE:

<b>D. BACKGROUND CHECKS</b>				
Description	Type	# of Units	Unit Cost	Total
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Background Checks Total</b>				<b>\$ -</b>

NARRATIVE:

<b>E. STAFF TRAVEL &amp; TRAINING ITEM</b>					
Mileage	Est. Unit Cost	Est Miles per Month	Months	Total	
Travel to DCF Meetings and for Delivery of Invoicing	\$ 0.445	30	12	160.20	
<b>Subtotal Mileage</b>				<b>\$</b>	<b>160</b>
Travel and Training	Est. Unit Cost	Est. # of Units/Days	Persons	Trips	Total
					-
					-
					-
					-
					-
	\$ -				-
<b>Subtotal Conference/Meeting Travel and Training</b>					<b>\$</b>
<b>Staff Travel &amp; Training Total</b>					<b>\$ 160</b>

NARRATIVE: Travel includes mileage to include but is not limited to: attending meetings with DCF/RS, delivering invoices, and other mileage necessary to administer the program

**EXHIBIT F2 – PROJECT SUMMARY BUDGET (FFY 2020)**

<b>F. CLIENT TRANSPORTATION</b>					
Description	Expense	Est. Unit Cost	Est. # of Units per Month	Months	Total
Bus Passes - Employment Services		\$ 56.25	30	12	20,250.00
					-
					-
					-
					-
<b>Client Transportation Expense Total \$</b>					<b>20,250</b>
<p><b>NARRATIVE:</b> Includes the estimated cost of bus passes issued to clients to participate in allowable employment services related activities.</p>					

*Expense Category*

<b>G. OFFICE EXPENSES</b>					
<b>1. Utilities</b>					
Description	Est. Unit Cost	Est. # of Units	# of Months	% to Project	Total
					-
					-
					-
<b>Utilities Estimated Total \$</b>					<b>-</b>
<p><b>NARRATIVE:</b></p>					

<b>2. Telephone</b>					
Description	Est. Unit Cost	Est. # of Units	# of Months	% to Project	Total
					-
					-
					-
<b>Telephone Estimated Total \$</b>					<b>-</b>
<p><b>NARRATIVE:</b></p>					

<b>3. Postage/Shipping</b>					
Description	Est. Unit Cost	Est. # of Units	# of Months	% to Project	Total
					-
					-
					-
<b>Postage/Shipping Estimated Total \$</b>					<b>-</b>
<p><b>NARRATIVE:</b></p>					

**EXHIBIT F2 – PROJECT SUMMARY BUDGET (FFY 2020)**

**4. Copies/Printing**

Description	Est. Unit Cost	Est. # of Units	# of Months	% to Project	Total
					-
					-
<b>Copies/Printing Estimated Total</b>					<b>\$ -</b>

NARRATIVE:

**5. Office Supplies**

Description	Est. Unit Cost/Month	Est. # of Units	# of Months	% to Project	Total
					-
					-
<b>Office Supplies Total</b>					<b>\$ -</b>

NARRATIVE:

**6. Janitorial Supplies**

Description	Est. Unit Cost	Est. # of Units	# of Months	% to Project	Total
	\$ -				-
					-
<b>Janitorial Supplies Estimated Total</b>					<b>\$ -</b>

NARRATIVE:

**7. Building/Maintenance**

Description	Est. Unit Cost	Est. # of Units	# of Months	% to Project	Total
					-
					-
<b>Building Maintenance/Repair Estimated Total</b>					<b>\$ -</b>

NARRATIVE:

**EXHIBIT F2 – PROJECT SUMMARY BUDGET (FFY 2020)**

**8. Equipment Repair**

Description	Est. Unit Cost	Est. # of Units	# of Months	% to Project	Total
	\$ -				-
	\$ -				-
<b>Equipment Repair Estimated Total</b>					\$ -
<b>NARRATIVE:</b>					

**9. Office Equipment**

Description	Est. Unit Cost	Est. # of Units	# of Months	% to Project	Total
	\$ -				-
	\$ -				-
<b>Office Equipment Estimated Total</b>					\$ -
<b>NARRATIVE:</b>					

**10. Security Services**

Description	Est. Unit Cost	Est. # of Units	# of Months	% to Project	Total
	\$ -				-
	\$ -				-
<b>Security Services Estimated Total</b>					\$ -
<b>NARRATIVE:</b>					

**TOTAL ESTIMATED OFFICE EXPENSES COST \$ -**

*Expense Category (continued)*

**H. RENTAL OF USE OF SPACE**

Address of Rental or Use of Space	Price per Square Foot/Unit	Total Square Footage/Units	# of Months	% to Project	Total
					\$ -
					\$ -
					\$ -
<b>Rental or Use of Space Estimated Total</b>					\$ -
<b>NARRATIVE:</b>					



**EXHIBIT F2 – PROJECT SUMMARY BUDGET (FFY 2020)**

<b>I. RENTAL EQUIPMENT</b>					
Rental Equipment	Unit Cost	# of Units	# of Months	% to Project	Total
					\$ -
					\$ -
<b>Rental Equipment Estimated Total</b>					<b>\$ -</b>

NARRATIVE:

<b>J. INSURANCE</b>					
Insurance Type	Unit Cost	# of Units	# of Months	% to Project	Total
	\$ -				\$ -
	\$ -				\$ -
	\$ -				\$ -
<b>Insurance Estimated Total</b>					<b>\$ -</b>

NARRATIVE:

<b>K. ADVERTISING/OUTREACH</b>					
Advertising Expense Item	Unit Cost	# of Units/ Months	% to Project	Total	
	\$ -			\$ -	-
				\$ -	-
<b>Advertising/Outreach Estimated Total</b>					<b>\$ -</b>

NARRATIVE:

<b>L. MEMBERSHIP FEES &amp; SUBSCRIPTIONS</b>					
Membership/Subscription	Unit Cost	# of Units	# of Months	% to Project	Total
	\$ -				\$ -
					\$ -
<b>Membership Fees &amp; Subscription Total</b>					<b>\$ -</b>

NARRATIVE:

**EXHIBIT F2 – PROJECT SUMMARY BUDGET (FFY 2020)**

<b>M. CLIENT EDUCATIONAL AND TRAINING TOOLS</b>					
Item or Service	Unit Cost	# of Units	# of Months	% to Project	Total
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Client Education and Training Tools Estimated Total</b>					<b>\$ -</b>
<b>NARRATIVE:</b>					
<b>N. FIXED PRICE SERVICES (if applicable)</b>					
Service	Est. # of Units	Fixed Rate	Total		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
<b>Fixed Price Services Estimated Total</b>					<b>\$ -</b>
<b>NARRATIVE:</b>					
<b>O. INFORMATION RESOURCE / TECHNOLOGY</b>					
IRT Expense	Unit Cost	# of Units	# of Months	% to Project	Total
					\$ -
					\$ -
					\$ -
<b>IRT Estimated Total</b>					<b>\$ -</b>
<b>NARRATIVE:</b>					
<b>P. SUBCONTRACTED SERVICES</b>					
Subcontracted Services	Unit Cost	# of Months/Units	% to Project	Total	
Work Number- Placement Verification Services	\$ -			\$ 31,128	
	\$ -			\$ -	
<b>Subcontracted Services Estimated Total</b>					<b>\$ 31,128</b>
<b>NARRATIVE:</b> Work Number- Placement Verification Services is part of CSSF placement verification process where placement are checked against the State's New Hire Report, Wage Credit, and those unable to be verified are processed through the Work # to validate the placement. CSSF has a \$30K per month contract, verifications to the Refugee program are determined based on the center where the placement came from. If it is a Refugee center, then it is charged to Refugee. In addition, work number verifications for Refugee cases that have been closed may be reimbursed only if, the client is from the current FFY and if upon identifying the verified placement this "self-placement" information is reported into RSDS. Reimbursement will not be allow if the work number verification on closed cases do not meet the mentioned criteria. Only reimburse for 1 work number verification per individual in a given month. Back up documentation for this line item is required taking the above limitations into consideration.					

**EXHIBIT F2 – PROJECT SUMMARY BUDGET (FFY 2020)**

<b>Q. SUBCONTRACTED CLIENT SERVICES</b>				
Client Services	Unit Cost	# of Units	% to Project	Total
verified regular job placement 0-12 months (New Arrival**)	\$ 840.00	150		\$ 126,000
verified regular job placement 12-24 months	\$ 1,040.00	2125		\$ 2,210,000
verified regular job placements 25-60 months	\$ 1,350.00	2902		\$ 3,917,700
verified regular job placement >12-36 months (never previously placed)	\$ 1,200.00	230		\$ 276,000
*Career Laddering Training Related Placement	\$ 1,400.00	35		\$ 49,000
Job placement not training related during/upon completion of CL	\$ 700.00	15		\$ 10,500
0-12 Months Enrollment** Enrollment (includes FSSP/RS assessment, Employability Plan, orientation, and pre-employment placement services).	\$ 200.00	300		\$ 60,000
CL Assessment and Plan	\$ 200.00	50		\$ 10,000
Wage Rate Incentive \$14.00 ph employed on the 180 days	\$ 200.00	340		\$ 68,000
<b>Client Services Estimated Total</b>				<b>\$ 6,727,200</b>
<p>NARRATIVE: Contracts negotiated with service providers for the provision of employment services reimbursed based on the conditions of fixed Price payment and service unit fee table outlined in the contract document.</p>				
<b>R. FINANCIAL AUDIT</b>				
Financial Audit Type	Unit Cost	# of Units	% to Project	Total
	\$ -			\$ -
<b>Financial Audit Estimated Total</b>				<b>\$ -</b>
<p>NARRATIVE:</p>				
<b>S. OPERATING CAPITOL. OUTLAY (OCO &gt;\$1,000.00)</b>				
OCO Expense Description	Unit Cost	# of Units	% to Project	Total
				\$ -
				\$ -
				\$ -
<b>OCO Estimated Total</b>				<b>\$ -</b>
<p>NARRATIVE:</p>				
<b>T. INDIRECT COSTS</b>				
<b>Total Personnel, Travel, and Expenses</b>			\$7,194,044.75	
<b>Modified Total Direct Cost</b>			\$ 616,844.75	
<b>Indirect Cost Rate</b>			49.6%	<i>Approved NICRA required if over 10%</i>
<b>Indirect Costs Total</b>				<b>\$ 305,955</b>
<p>NARRATIVE: In accordance with the Uniform Grant Guidance, the Modified Total Direct Costs will be used. CSSF has been approved a rate of 49.60% from the cognizant agency, DEO. Modified Total Direct Cost (MTDC), which excludes equipment, capital expenditures, charges to patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward and subcontract in excess of \$25,000.</p>				
<b>TOTAL BUDGET AMOUNT</b>				<b>\$ 7,500,000</b>