

**WORKFORCE SERVICES  
 CONTRACT BETWEEN THE  
 SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
 AND  
 YOUTH CO-OP, INC.**

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

AWARDING OFFICIAL CONTACT INFORMATION  
 Name: Rick Beasley  
 Title: Executive Director  
 Telephone Number: (305) 929-1500  
 Date of Notice: May 30, 2019  
 R&D: No

PASS THROUGH:	
DEPARTMENT OF ECONOMIC OPPORTUNITY	
CFDA	FAIN
WIOA Youth: 17.259	AA332231955A12
TANF: 93.558	G2001FLTANF

CONTRACTOR  
**Youth Co-Op, Inc.**  
**5040 NW 7<sup>th</sup> Street, Suite 300**  
**Miami, Florida 33126**  
**DUNS Number: 150482404**

TITLE OF CONTRACTOR’S PROGRAM  
**“Youth Program: In-School”(Miami-Dade)**

CONTRACT AMOUNT:  
**\$795,820.00**

INDEX CODE NUMBER:  
**22005**

CONTRACT NUMBER:  
**WS-YS-ISY-PY’20-05-00**

CONTRACT PERIOD:  
**July 1, 2020 – June 30, 2021**

**ARTICLE I**

**INTRODUCTION AND CONDITIONS PRECEDENT**

**A. PARTIES TO CONTRACT**

This Contract (“Contract”) is made and entered into by and between the South Florida Workforce Investment Board d/b/a CareerSource South Florida (“SFWIB”) and **Youth Co-Op, Inc.** (the “Contractor”) (referred to individually as “Party” and collectively as the “Parties”). This Contract establishes a sub-recipient, contractual, independent contractor relationship between the SFWIB and the Contractor in which the Contractor accepts substantial financial and programmatic responsibilities for the use of federal, state, and, if applicable, local funds. In consideration of the mutual obligations and covenants and other good and valuable consideration, the Parties agree as follows:

**B. DEFINITIONS**

The Definitions for this Contract can be found in **Exhibit F, Definitions**.

**C. EFFECTIVE TERM**

This Contract shall commence upon **July 1, 2020**, irrespective of the date of execution, and terminate at the close of business on **June 30, 2021**, unless earlier terminated as provided below.

The SFWIB may, in the SFWIB’s sole discretion, renew this Contract for two (2) additional one (1) year performance period contingent upon satisfactory performance and availability of funding to the SFWIB upon such terms and conditions as the Parties agree to in writing.

**D. TOTAL PAYMENT**

Subject to the availability of funds to the SFWIB, the maximum amount payable for services rendered under this **cost reimbursement** and **performance**-based Contract shall not exceed **\$795,820.00** as set forth in the table below.

The total Contract amount consists of Cost Reimbursement Award, Work Experience Wages and Incentives Holdback, as defined in **Exhibit D, Payment for Performance** attached. **The Cost Reimbursement Award shall not be utilized to pay staff incentives; only the Holdback shall be utilized to pay for staff incentives and other operating costs as set forth in Exhibit D, Payment for Performance** attached hereto and incorporated by reference as if fully set forth herein. Both Parties agree that if funding available to the SFWIB is reduced, for any reason, the amount payable under this Contract may be reduced at the option and sole discretion of the SFWIB.

<b>IN-SCHOOL</b>	<b>WIOA YOUTH: 17.259</b>	<b>TANF: 93.558</b>
Cost Reimbursement Award	\$447,546.00	
7% Incentives Holdback	\$43,466.00	
Work Experience (WFMS)	\$129,933.00	
Pre-Apprenticeship Summer Internships (WFMS)	\$39,675.00	
TechHire Summer Internships (WFMS)		\$60,200.00
TechHire Summer Boot Camp Stipends (WFMS)		\$75,000.00
<b>Total Contract Amount</b>	<b>\$660,620.00</b>	<b>\$135,200.00</b>

**E. STATEMENT OF WORK/PROGRAM DESIGN AND SERVICE DELIVERY**

The Contractor agrees to render services in accordance with **Exhibit A, Statement of Work** and **Exhibit AA, Program Design and Service Delivery**, attached hereto and incorporated herein.

The Contractor shall implement the **Statement of Work** set forth in **Exhibit A** and the **Program Design and Service Delivery** set forth in **Exhibit AA**, in a manner deemed satisfactory to the SFWIB, in its sole discretion. Any modification to the **Statement of Work** or the **Program Design and Service Delivery** shall not be effective until approved, in writing, by the SFWIB.

**F. CONDITIONS PRECEDENT**

The Contractor shall provide to the SFWIB, prior to commencement of performance under this Contract, the following documentation:

1. Articles of Incorporation and Corporate By-Laws (If Applicable).
2. Board of Directors Requirements. A formal resolution from the Contractor’s Board of Directors or other document from its governing body authorizing execution of the Contract with the SFWIB to ensure that the Contractor’s governing body is apprised of the fiscal, administrative, and contractual

obligations of the services funded through the SFWIB.

3. Certificate of Corporate Status, if a Corporation. A certificate of status in the name of the Contractor, which certifies the following: that the Contractor is organized under the laws of the state of Florida or another state and registered to do business in the state of Florida; that all fees and all penalties fees, related to filing of registration, re-instatement, renewal, etc., have been paid; that the Contractor's most recent annual report has been filed; that Contractor's status is active; and that the Contractor has not filed Articles of Dissolution with the state of Florida or another state.
4. Limited Liability Company ("LLC") Affidavit (If Applicable).
5. Financial and Compliance Audit. The Contractor shall have performed an annual certified public accountant's opinion and related financial statements in accordance with the single Audit Act Amendments of 1996 and compliance with the State of Florida requirements and 2 CFR Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (superseded OMB Circulars A-21, A-87, A-89, A-102, A-110, A-122, A-133 – see, 78 FR 78590-01 (Dec. 26, 2013) The Contractor shall submit an original or electronic copy of the Audit Report within the time line specified in 2 CFR Chapter II, Subpart F, § 200.512 (a).

## G. INSURANCE

1. The Contractor shall maintain the required insurance as specified below, and shall provide to the SFWIB, proof of such insurance in compliance with the timelines identified in Section 2b below. The SFWIB shall not disburse any funds until the SFWIB is provided with the necessary certificate(s) of insurance, the SFWIB has approved such document(s), and executed the Contract. Such insurance policies shall be in the amounts indicated below:
  - a. Commercial General Liability Insurance:
    - i. Contractor shall secure occurrence-based commercial general liability ("CGL") insurance provided by a policy with coverage at least as broad as an unendorsed ISO CG 00 01 12 04 form, including, but not limited to, coverage for premises, operations and products/completed operations. Contractor shall ensure that the limits are at least \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$2,000,000 products and completed operations aggregate. Commercial umbrella or excess liability insurance on a follow-form basis may be used to satisfy the required liability limits if the primary limits are insufficient.
    - ii. Contractor shall ensure that the SFWIB and its directors, officers, employees and agents, are covered as additional insureds without limitation for the CGL policy. Contractor shall provide primary coverage for additional insureds. Contractor shall ensure that coverage other than CGL insurance available to the SFWIB is in excess of Contractor's coverage and cannot be called upon to contribute to defense or settlement of claims until Contractor's coverage has been exhausted by defense or settlement of claims arising out of or related to Contractor's performance of the Contract.
  - b. Automobile Liability Insurance:
    - i. For all vehicles including, but not limited to, all owned, non-owned, leased and hired automobiles by the Contractor, which are utilized in connection with the services provided under the Contract, auto liability insurance is required with unimpaired coverage limits of at least One Million Dollars (\$1,000,000.00) combined single limit per accident. The endorsement of PIP must be added.
    - ii. Non-owners auto liability insurance is required if any personal vehicles are utilized by employees for use in connection with the services provided under the Contract. Non-owners auto liability insurance is required regardless of whether or not the employee requests mileage reimbursement.

- c. Worker's Compensation Insurance: For each person employed or enrolled by the Contractor, the Contractor shall secure worker's compensation insurance, including, but not limited to, insurance for participants enrolled in occupational skills training or employability skills training programs and projects. Worker's compensation insurance shall be secured in an amount that is consistent with Chapter 440, Florida Statutes. In cases of participant work experience, the State of Florida covers worker's compensation for Florida Department of Economic Opportunity ("DEO") funded work experience programs administered pursuant to section 445.009(11), Florida Statutes. If worker's compensation insurance cannot be secured for participants, an alternative insurance approved in advance and in writing by the SFWIB must be secured.
- d. Employer's Liability Insurance: The Contractor shall secure employer's liability insurance with a limit of no less than \$100,000 bodily injury each accident, \$100,000 bodily injury by disease each employee and \$500,000 policy limit for bodily injury by disease, on behalf of and in the name of the Contractor.
- e. Worker's Re-employment Assistance (formerly Unemployment Compensation) Insurance (RAI):  

The Contractor shall secure worker's re-employment assistance insurance in accordance with federal and state laws for each person it employs. The Contractor shall submit the following documents:

  - i. A copy of the two most recent RT-6 reports (or RT-29 if applicable), submitted to the state of Florida.
  - ii. Proof that RAI taxes were paid to the state of Florida in the two most recent quarters:
    - Tax summary page or tax impound pages from your P.E.O., or
    - Bank statements showing payments/electronic funds transfers to the State, or
    - Copies of canceled checks

Ensure that the amounts indicated in the proofs of payment match the amount totals of the RT-6/RT-29 reports.
- f. Fidelity Bond Insurance: The Contractor shall provide fidelity bonding for ALL staff persons through the purchase of a blanket fidelity bond in an amount sufficient to cover **one hundred (100) percent** of the value of the total Contract amount. The certificate of bonding insurance must include a statement that names the SFWIB as the **Loss Payee** for any claim involving the SFWIB's funds or as **Trustee of the Bond** or as an **Additional Insured**.

2. Submission of the Insurance to the SFWIB:

- a. The Contractor shall secure all insurance required under this Contract **prior to the provision of services under the Contract**.
- b. **All Policies and Certificates of Bonding and Insurance must be in the possession of the SFWIB prior to the execution of the Contract.** If the Contractor secures any of the insurance policies, which have effective dates that are after the beginning effective period of the Contract, then **the beginning effective period shall be equal to the effective date of the latest insurance policy secured by the Contractor.**
- c. The Contractor may not incur any costs prior to the effective period of performance of the Contract. If such costs are incurred, they are the sole responsibility of the Contractor and may not be reimbursed through any funds awarded by the SFWIB.
- d. All insurance policies secured by the Contractor must be issued by companies authorized to do business in the state of Florida, with the following qualifications:

- i. The company must be rated not less than “A” as to management; and not less than Class “VII” as to financial strength by the latest edition of Best’s Insurance Guide, published by A. M. Best Company, Inc., Oldwick, New Jersey, or its equivalent, subject to the approval of the SFWIB;

**or**

- ii. The company shall hold a valid Florida Certificate of Authority as shown in the latest “List of All Insurance Companies Authorized to do Business in Florida,” issued by the state of Florida Department of Insurance and shall be members of the Florida Guaranty Fund.
- e. All certificates of bonding and insurance submitted to the SFWIB must provide the following information:
    - i. The agency/individual/position that is insured/bonded;
    - ii. The amount of the bond or insurance policy;
    - iii. The beginning effective date of the policy and the expiration date of the policy;
    - iv. A statement, which ensures that the SFWIB will be notified of any cancellation of the policy at least thirty (30) days prior to said cancellation; and
    - v. A statement naming the **SFWIB as the Loss-Payee or as an additional party insured with respect to this coverage.**
  3. If an insurance policy is cancelled during the effective period of the Contract, the SFWIB shall withhold all payments from the Contractor until a new certificate of insurance is submitted and accepted by the SFWIB. The new insurance policy must cover the period commencing from the date of cancellation of the prior insurance policy.
  4. If the Contractor fails to secure the required insurance as a result of such cancellation within ten (10) calendar days after the effective date of cancellation, the SFWIB may immediately terminate the Contract.
  5. The Contractor shall notify, in writing, the SFWIB of any changes in insurance coverage, including, but not limited to, any renewals of existing insurance policies, not later than ten (10) days prior to the effective date of the changes.
  6. Upon review of the Contractor’s **Statement of Work, Exhibit A and Exhibit AA, Program Design and Service Delivery**, the SFWIB may increase, waive or modify, in writing, any of the foregoing insurance requirements. Any request by a Contractor to decrease, waive or modify any of the foregoing insurance requirements must be approved, in writing, by the SFWIB prior to any such decrease, waiver or modification.
  7. The SFWIB may require the Contractor to furnish additional or different insurance coverage, or both, as may be required from time to time pursuant to applicable law. Provision of insurance by the Contractor, in no instance, shall be deemed to be a release, limitation, or waiver of any claim, cause of action or assessment that the SFWIB may have against the Contractor for any liability of any nature or of any kind related to performance under this Contract or otherwise.

## **H. LICENSING**

The Contractor shall obtain and maintain in full force and effect during the term of this Contract any and all licenses, certifications, approvals, insurance, permits and accreditations, required by the state of Florida, by the County where the services are being provided, , by the local municipality where the services are being provided, by the SFWIB, and by the federal government. If the Contractor fails to provide the foregoing within thirty (30) days of written request by the SFWIB, the SFWIB may, in its sole discretion, immediately terminate this Contract.

## **I. LEVEL 2 BACKGROUND SCREENING REQUIREMENT**

The SFWIB requires and Contractor agrees to comply with all applicable federal, state and/or local laws, regulations and ordinances regarding background screening of employees, volunteers and subcontracted personnel. The Contractor's failure to comply with any applicable federal, state and/or local laws, regulations, ordinances or Miami-Dade County resolutions, and the SFWIB's requirements set forth herein and in the SFWIB's Policy and Procedure (collectively referred to as "Laws" for purposes of this Section) regarding background screening of employees, volunteers and subcontracted personnel is grounds for a material breach and termination of the Contract at the sole discretion of the SFWIB.

Laws include, but are not limited to the National Child Protection Act of 1993, as amended, and as implemented by sections 943.0542 and 984.01(2), Florida Statutes, and Chapters 39, 402, 409, 394, 407, 393, 397, 984, 985 and 435, Florida Statutes, as may be amended from time to time. The Contractor agrees to perform background screening through the Florida Department of Law Enforcement ("FDLE"), Volunteer & Employee Criminal History System ("VECHS") program.

1. The SFWIB requires and Contractor agrees that the Contractor's current and prospective employees, volunteers and subcontracted personnel must complete a **Level 2** background screening, and be eligible for employment with any SFWIB-funded program as set forth herein, **prior** to working, volunteering or doing any work for Contractor related to this Contract and the work set forth in the **Exhibit A, Statement of Work** and the **Exhibit AA, Program Design and Service Delivery**. No later than ten (10) business days **prior to** employment, volunteerism, or performance of any work for any SFWIB-funded program, the Contractor shall furnish the SFWIB with an **Affirmation/Acknowledgement Form, Attachment 1**, which confirms the background screening was completed for all employees, volunteers and subcontracted personnel who will be volunteering or working for Contractor on this Contract and that they are eligible to volunteer or for employment, pursuant to Chapter 435, Florida Statutes, as may be amended from time to time.
2. The **Level 2** background screening shall include, fingerprinting for statewide criminal history records checks through the FDLE and nationwide criminal history records checks through the Federal Bureau of Investigation ("FBI"), and may include local criminal records checks through local law enforcement agencies. To obtain fingerprint based background checks, the Contractor must apply to FDLE and be qualified to access records provided by FDLE and the FBI, through VECHS. The Contractor shall notify the SFWIB that it has obtained/not obtained the approval from FDLE within thirty (30) days of Contract award. The Contractor shall also notify the SFWIB if it is prohibited from disclosing the background screening records of employees, volunteers and subcontracted personnel to the SFWIB. The SFWIB reserves the right to perform background screening of Contractor's staff assigned to the SFWIB's CareerSource center(s) at Contractor's expense. The Contractor shall reimburse the SFWIB for any expense resulting from background screening of staff by the SFWIB as set forth herein. Such reimbursement shall be deducted from any payments due to the Contractor.
3. The Contractor shall not hire persons that may have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense in Chapter 414, Florida Statutes, relating to public assistance fraud or Chapter 443, Florida Statutes, relating to unemployment compensation fraud, or any offense that constitutes domestic violence as defined in section 741.28, Florida Statutes, whether such act was committed in this state or in another jurisdiction.
4. The Contractor shall not hire persons that have been arrested for and are awaiting final disposition of, have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under the provisions of section 435.04, Florida Statutes, or similar law of another jurisdictions relating to the same offenses.
5. The Contractor shall make the decision to hire or assign to the SFWIB's funded program(s) persons with criminal history information unrelated to theft, fraud, or financial crime, on a case-by-case basis, where the background screening for the Contractor's current and prospective employee, volunteer, and subcontracted personnel, is not expressly prohibited by section 435.04, Florida Statutes, or other applicable law. A Contractor's decision to hire or assign an individual to the SFWIB's funded

program(s) does not guarantee the SFWIB will grant the Contractor's current and prospective employees, volunteers and subcontracted personnel with access to any SFWIB funded program, CareerSource center, Access Point, Tech Hire Center, Information Technology system, or program files.

6. The Contractor must submit an **Affirmation/Acknowledgement Form, Attachment 1**, along with the background screening results to SFWIB's Quality Assurance Supervisor no later than ten (10) business days prior to employment, volunteerism, or performance of any work for any SFWIB-funded program. The background information will be reviewed by SFWIB staff and a decision on whether or not access will be granted shall be made within ten (10) business days of receipt of the Affirmation/Acknowledgement Form.
7. The Contractor must ensure that each current employee, volunteer, or subcontracted personnel working in any SFWIB-funded program provides an **Affidavit of Good Moral Character, Attachment 10**, subject to penalty of perjury, declaring compliance with the qualification requirements for employment pursuant to Chapter 435, Florida Statutes, and agreeing to inform the employer immediately if arrested for any offense while employed by, volunteering for, or subcontracting for the employer.
8. Upon learning of the arrest of an employee, volunteer, or subcontracted personnel, the Contractor must notify the SFWIB of such arrest by the next business day. The Contractor will review the circumstances of the arrest and determine whether the employee, volunteer or subcontracted personnel is eligible for continued employment. If the current employee, volunteer, or subcontracted personnel is subsequently found ineligible for continued employment based on criminal history information involving any of the allegations provided in Sections 3 or 4 above or as outlined in section 435.04, Florida Statutes, the Contractor shall immediately remove such employee, volunteer, or subcontracted personnel from volunteering or working in or for any SFWIB-funded program, or having any direct or indirect access to any SFWIB CareerSource center, Access Point, Tech Hire Center, Information Technology system, or program files. Failure to notify the SFWIB, by the next business day, of learning of the arrest of an employee, volunteer, or subcontracted personnel is grounds for a material breach and termination of the Contract at the sole discretion of the SFWIB.
9. Even if applicable law would otherwise permit, as a provision of this Contract, the Contractor agrees not to hire any persons or permit any persons to begin work or to volunteer or to remain employed, volunteering, or performing any work for the Contractor related to this Contract and the work set forth in the **Exhibit A, Statement of Work** and the **Exhibit AA, Program Design and Service Delivery** without submitting the **Affirmation/Acknowledgement Form, Attachment 1**.
10. If the Contractor fails to furnish the SFWIB with the **Affirmation/Acknowledgement Form, Attachment 1**, the SFWIB may withhold further disbursement of funds and this Contract may be subject to termination at the sole discretion of the SFWIB.
11. The Contractor shall take necessary precautions to safeguard the background screening records of employees, volunteers, and subcontracted personnel, the **Affirmation/Acknowledgement Form, Attachment 1**, and **Affidavit of Good Moral Character, Attachment 10**. Background screening results are exempt from public records and, therefore, must be maintained in a secured and access controlled area to ensure that the records are accessible only to those authorized to examine such records. The Contractor shall make all records available to the SFWIB in accordance with **Article III-Section H, Audit, Inspection and Access to Records**, of this Contract.
12. The **Level 2** background screening records shall be retained as required herein in accordance with **Article III-Section I, Records Retention**, of this Contract.
13. From the initial **Level 2 background screening** date, and every **five (5) years thereafter, and upon re-employment or employment in a new or different position**, until cessation of employment, volunteerism, or doing any work for the Contractor, the Contractor shall ensure each employee, volunteer and/or subcontractor that is retained from a previous contract period undergoes this background screening process.

## J. EMPLOYMENT ELIGIBILITY VERIFICATION

Pursuant to Executive Order 11-116, signed May 27, 2011, by the Governor of Florida, Contractor shall:

1. Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Contractor during the Contract term; and
2. Include in all subcontracts under this Contract, the requirement that subcontractors performing work or providing services pursuant to this Contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the term of the subcontract.

**E-Verify** is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States after the effective date of the required E-verify Memorandum of Understanding ("MOU"); the responsibilities and elections of federal contractors, however, may vary, as stated in Article II.D.1.c. of the MOU. There is no charge to employers to use E-Verify.

The Department of Homeland Security's E-Verify system can be found at:

[http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm)

If the Contractor does not have an E-Verify MOU in effect, the Contractor must **enroll in the E-Verify system prior to hiring any new employee** after the effective date of this Contract.

The Contractor shall maintain evidence of the use of the E-Verify system in the employee's personnel file. The Contractor shall maintain a personnel file for each staff person funded under this Contract in accordance with the SFWIB's Policies and Procedures, state and federal laws.

## K. IMMIGRATION REFORM AND CONTROL ACT

The Contractor shall comply with the requirements of the Immigration Reform and Control Act of 1986, which requires employment verification and retention of verification forms for individuals who are hired and will perform any services under the Contract.

## L. ANTI-NEPOTISM

The Contractor shall:

1. With respect to individuals employed through the contracted program, not appoint, employ, promote, or advance or advocate for appointment, employment, promotion, or advancement, in or to a subsidized position in the Contractor's business entity any person who is a relative of the Contractor.
2. Not provide workforce services that include, but are not limited to employment and/or training services to any person who is a relative of the Contractor or Contractor's staff.

The definitions below are incorporated and made a part of this policy.

"Contractor" means the Contractor or employee of the Contractor in whom is invested the authority to appoint, employ, promote or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in the Contractor's business entity.

"Relative" means an individual who is related to the Contractor as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, domestic partner, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.



**M. CERTIFICATION OF CONDUCT**

The Contractor shall comply with all federal, state and local laws related to conflict of interest, nepotism and criminal and fraudulent activities.

**N. CODES OF CONDUCT**

The Contractor shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her domestic partner, or an organization which employs or is about to employ any of the Parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements.

The Contractor shall comply with the Miami-Dade County, Conflict of Interest and Code of Ethics Ordinance codified at Section 2-11.1 et al. The Contractor shall set and/or adopt standards of conduct which describe obligations under Section 2-11.1 et al. and provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Contractor.

**O. GRATUITIES**

The Contractor shall not accept a gift from, offer to give, or give any gift to, any **SFWIB member, SFWIB employee, SFWIB approved Training Vendor**, or to any **family member** of an SFWIB member, SFWIB employee, or SFWIB approved Training Vendor.

The term “family member” includes, but is not limited to father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandfather, grandmother, grandson, granddaughter and domestic partner.

The term “gift” shall refer to the transfer of anything of economic value, whether in the form of money, service, loan, travel, food, beverage, entertainment, hospitality, item or promise, or in any other form, without adequate and lawful consideration.

Violation of this provision will constitute a breach of this Contract. In addition to any other remedies available to the SFWIB, any violation of this provision will result in referral of the Contractor’s name and description of the violation of this term to the state of Florida, Department of Management Services for the potential inclusion of the Contractor’s name on the suspended vendors list for an appropriate period. This provision will survive the Contract for a period of two (2) years after its expiration or termination.

**P. CODE OF BUSINESS ETHICS**

The Contractor shall comply with Sec. 2-8.1 of the Code of Miami-Dade County requiring contractors to adopt a Code of Business Ethics. The Contractor shall adopt the Greater Miami Chamber of Commerce Model Code of Business Ethics or a similar code and shall submit, prior to the execution of the Contract, a **Code of Business Ethics Affidavit, Exhibit B**, attached hereto and incorporated herein by reference as if fully set forth herein stating the Contractor has adopted a Code that complies with the requirements of Sec. 2-8.1 of the Code of Miami-Dade County. Failure of the Contractor to comply with its Code of Business Ethics shall render the contract Contract between the Contractor and the SFWIB voidable, and subject violators the Contractor to debarment from future work with the SFWIB pursuant to Section 10-38(h)(2) of the Code of Miami-Dade County.

**END OF ARTICLE I**

## ARTICLE II

### GENERAL CONDITIONS

#### **A. ADHERENCE TO THE TERMS AND CONDITIONS OF FORMAL SOLICITATION**

The Contractor shall adhere to the standards and requirements established under the SFWIB's formal solicitation for this Contract and Contractor's proposal pursuant to which this Contract was awarded and funded. The formal solicitation and Contractor's proposal are both incorporated herein by reference as if fully set forth in their entirety. If Contractor's proposal conflicts with the terms and conditions of this Contract, the terms and conditions in this Contract shall prevail and control.

#### **B. APPLICABLE LAWS**

The Contractor shall comply with all applicable federal, state and local laws and regulations, including those of the Workforce Innovation and Opportunity Act (Pub. L. 113-128) ("WIOA") and Temporary Assistance to Needy Families ("TANF"), as may be amended from time to time, as well as all applicable SFWIB directives, policies and procedures, in the implementation of the terms and conditions of this Contract or modifications thereto.

The Contractor shall ensure that all its activities under this Contract are conducted in conformance with these provisions, as applicable: 45 CFR Part 74, 45 CFR Part 75, 45 CFR Part 92, 29 CFR Part 97, 20 CFR Part 600 *et seq.*, 20 CFR Part 667, Subpart B, 45 CFR 98, TANF, 45 CFR Parts 260-265, and all other applicable federal regulations.

TANF funds must be used in accordance with the following:

- (1) Title IV Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193);
- (2) Provisions of 65A-4, Florida Administrative Code:  
<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=65A-4>; and
- (3) Provisions of the TANF State Plan:  
<http://www.dcf.state.fl.us/programs/access/docs/TANF-Plan.pdf>

#### **C. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)**

The Federal Funding Accountability and Transparency Act ("FFATA") requires the full disclosure to the public of all entities or organizations receiving federal funds.

Definition. "Data Universal Numbering System ("DUNS") number," is the nine-digit number established and assigned by Dun and Bradstreet, Inc., to uniquely identify entities. A non-Federal entity is required to have a DUNS number in order to apply for, receive, and report on a Federal award (2 CFR §200.32).

The Contractor shall ensure that the DUNS number is maintained with Dun & Bradstreet throughout the life of the Contract. The Contractor shall communicate any change to the DUNS number to the SFWIB within thirty (30) days after the change, so an appropriate modification can be issued to update the data on the Contract.

#### **D. SELF-ASSESSMENT QUESTIONNAIRE**

The Contractor shall complete an annual **Exhibit C, Self-Assessment Questionnaire**, attached hereto and incorporated by reference herein, and shall provide the documents set forth as **Attachment A** of the Self-Assessment Questionnaire to the SFWIB's Office of Continuous Improvement not later than thirty (30) calendar days after the execution of this Contract as set forth in **Exhibit E, Reporting Requirements**,

attached hereto and incorporated by reference herein. Failure to submit the Self-Assessment Questionnaire within the required time frame shall result in the SFWIB withholding payment under the Contract.

## E. TERMINATION

Termination without Cause. The SFWIB may terminate this Contract without cause by providing thirty (30) days' prior written notice to the Contractor. The Contractor shall be entitled to receive compensation for services performed in accordance with the conditions set forth herein through and including the date of termination. However, the SFWIB shall not be liable for any expenses incurred by the Contractor after the effective date of termination of this Contract. The Contractor shall not be entitled to recover any cancellation charges, lost profits, indirect costs, or consequential damages incurred as a result of said termination.

Termination by Contractor. The Contractor may terminate this Contract without cause by providing sixty (60) days' prior written notice to the SFWIB. The Contractor shall be entitled to receive compensation for services performed in accordance with the conditions set forth herein through and including the date of termination. However, the SFWIB shall not be liable for any expenses incurred by the Contractor after the effective date of termination of this Contract. The Contractor shall not be entitled to recover any cancellation charges, lost profits, indirect costs, or consequential damages incurred as a result of said termination.

Termination due to the Lack of Funds. If funds received by SFWIB to finance this Contract become unavailable or if federal or state funds upon which this Contract is dependent are withdrawn or redirected, the SFWIB, in its sole discretion, may terminate this Contract upon no less than twenty-four (24) hours' notice, in writing, to Contractor. Said notice must be delivered by certified mail, return receipt requested or in person with proof of delivery. The SFWIB shall be the final authority as to the availability of funds and may not reallocate funds earmarked for this Contract to another program thus causing "lack of funds." In the event of termination of this Contract due to the lack of funds, the SFWIB shall compensate the Contractor for any work completed in accordance with the terms of the Contract prior to the date of the notification of termination. The Contractor shall not be entitled to recover any cancellation charges, consequential damages, indirect costs, or lost profits as a result of a termination due to the lack of funds.

Termination for Cause Including Default and Breach of Contract. The SFWIB may terminate this Contract for default and breach of Contract, including but not limited to for the reasons identified in **Section F, Breach of Contract**. In the event of termination of this Contract for cause, any payments to the Contractor shall be determined based upon the provisions of **Section G-Breach of Contract: SFWIB Remedies**.

Rule 60A-1.006(3), F.A.C., governs the procedure and consequences of default. The Contractor shall continue to perform any work not terminated. The SFWIB's rights and remedies in this clause are in addition to any other rights and remedies provided by law or under the Contract. If SFWIB terminates the Contract for default, the Contractor shall not be entitled to recover any cancellation charges, consequential damages, indirect costs, or lost profits.

Termination for Circumstances Beyond the Contractor's Control. Either Party may terminate this Agreement for circumstances beyond the Contractor's control including, but not limited to, labor disputes, strikes, fire, riot, war, terrorism, acts of God, or any other causes beyond the control of the Parties.

In the event of termination of this Contract under this provision, neither Party will be responsible for failure nor delay in performance of this Contract. Such failure or delay in performance will not result in any additional charge or costs, under this Contract, to either Party. The Party seeking termination of the Contract under this provision shall provide prompt notice of termination to the other Party. In no event shall notice be provided later than thirty (30) days after the occurrence triggering termination.

## F. BREACH OF CONTRACT

A non-exhaustive list of breaches of this Contract is as follows:

1. The Contractor fails, in whole or in part, to provide the services set forth in **Exhibit A, Statement of**

- Work, or Exhibit AA, Program Design and Service Delivery, or both;**
2. The Contractor fails, in whole or in part, to maintain staffing in accordance with **Article III-Section N, Staffing Requirements** of this Contract;
  3. The Contractor ineffectively or improperly uses the SFWIB's funds provided to the Contractor under this Contract;
  4. The Contractor attempts to meet Contractor's obligations under this Contract through fraud, misrepresentation or material misstatement, including, but not limited to, entering part-time employment opportunities as full-time opportunities;
  5. The Contractor fails to submit the documentation required under **Article I-Section F, Conditions Precedent** of this Contract in accordance with the time periods set forth therein;
  6. The Contractor does not furnish the Certificates of Insurance as required under **Article I-Section G, Insurance** of this Contract or as determined by the SFWIB;
  7. The Contractor does not furnish proof of licensure or certification as required under **Article I-Section H, Licensing** of this Contract;
  8. The Contractor fails to comply with the background screening and/or provide proof that the background screening was completed as required under **Article I-Section I, Level 2 Background Screening** of this Contract;
  9. The Contractor fails to comply with the Anti-Nepotism provision set forth in **Article I-Section L, Anti-Nepotism**;
  10. The Contractor fails to comply with the Code of Business Ethics provision set forth in **Article I-Section P, Code of Business Ethics**;
  11. The Contractor fails to comply with the Gratuities provision set forth in **Article I-Section O, Gratuities**;
  12. The Contractor fails to follow the Notification requirements set forth in this Contract under **Article II-Section J, Notification of Legal Action** of this Contract;
  13. The Contractor fails to follow the Notification requirements set forth in this Contract under **Article II-Section K, Other Notifications** of this Contract;
  14. The Contractor refuses to allow the SFWIB full access to records or refuses to allow the SFWIB to monitor, evaluate and review the Contractor's services and programs;
  15. The Contractor fails to comply with the requirements set forth in **Article III-Section G, Florida Public Records Law**;
  16. The Contractor fails to comply with Incident Reporting for abuse, neglect, or exploitation of a child, aged person, or disabled adult as required under **Article III-Section R, Abuse, Neglect and Exploitation Incident Reporting** of this Contract;
  17. The Contractor fails to take reasonable measures to protect and secure data pertaining to personal information in electronic form as required under **Article III-Section L, Information Security Obligations** of this Contract;
  18. The Contractor fails to comply, in whole or in part, with **Article III-Section L, Information Security Obligations**;
  19. The Contractor fails to take reasonable measures to protect and secure personal and confidential information as required under this Contract and any applicable local, state or federal laws and regulations;
  20. The Contractor does not submit or submits incomplete or incorrect required reports or proof of compliance with reporting requirements as required by this Contract;
  21. The Contractor fails to respond and/or provide documentation to any of the SFWIB's requests within specified due dates, after three (3) written requests by the SFWIB;
  22. The Contractor fails to correct deficiencies discovered during a monitoring, evaluation or review by the SFWIB and/or any governmental body acting within the scope of its jurisdiction within the time period specified by the SFWIB and/or the governmental body;
  23. The Contractor fails to submit, or submits incorrect or incomplete proofs of expenditures to support disbursement requests or fails to submit or submits incomplete or incorrect detailed reports of expenditures or final expenditure reports;
  24. The Contractor fails to comply with **Article IV, Section G, Contractor's Cost Allocation Plan and Indirect Cost Rate**;
  25. The Contractor fails to submit an invoice as set forth in **Article IV-Section H, Monthly Invoicing**, in accordance with the time periods set forth therein;

26. The Contractor fails to comply with the **Work Experiences Expenditure Requirement** set forth in **Article IV-Section K**;
27. The Contractor fails to obtain prior written approval from the SFWIB to exit participants from the funded program as set forth in **Exhibit D-Payment for Performance**.
28. The Contractor unlawfully discriminates under any of the applicable laws;
29. The Contractor fails, in whole or in part, to cooperate with the SFWIB and partners of the SFWIB in the implementation of any Memorandum of Understanding (MOU) entered into between the SFWIB and any partner;
30. The Contractor fails to meet the terms and conditions of any obligation under any contract or otherwise or any repayment schedule to the SFWIB or any of its agencies or instrumentalities;
31. The Contractor fails to fulfill in a timely and proper manner any and all of Contractor's obligations, covenants and agreements set forth in this Contract; and
32. The Contractor fails to maintain and ensure its compliance, as applicable, with federal, state, county, and local laws, which include, but are not limited to, adherence to IRS rules and regulations requiring timely filing of tax returns and payment of payroll taxes, as applicable, throughout the term of this Contract or any other contractual agreement the Contractor has with the SFWIB.

Waiver of a breach of any provision of this Contract by the SFWIB shall not be deemed to be a waiver of any other breach of any other provision and shall not be construed to be a modification of this Contract.

#### **G. BREACH OF CONTRACT: SFWIB REMEDIES**

If the Contractor breaches this Contract, the SFWIB may pursue any or all of the following remedies:

1. The SFWIB may terminate this Contract by providing written notice to the Contractor of such termination and specifying the effective date thereof. In the event of termination, the Contractor shall, upon the SFWIB's request: (a) return all finished or unfinished documents, data studies, surveys and reports prepared or obtained by the Contractor with the SFWIB's funds under this Contract; (b) reimburse any funds the SFWIB awarded to the Contractor, which were not lawfully expended, under this Contract; and (c) terminate or cancel any other contracts entered into between the SFWIB and the Contractor. The Contractor shall be responsible for all program and administrative costs associated with such termination, in addition to the SFWIB's attorneys' fees and costs;
2. The SFWIB may suspend payment, in whole or in part, under this Contract by providing written notice to the Contractor of such suspension and specifying the effective date thereof. All payments to the Contractor as of the effective date of suspension shall cease. On the effective date of suspension, if requested by the SFWIB, the Contractor shall immediately cease to provide services pursuant to this Contract. If payments are suspended, the SFWIB shall specify in writing the actions that shall be taken by the Contractor as a condition precedent to resumption of payments and shall specify a date for compliance. The SFWIB may also suspend any payments, in whole or in part, under any other contracts entered into between the SFWIB and the Contractor. The Contractor shall be responsible for all program and administrative costs associated with such suspension, in addition to the SFWIB's attorneys' fees;
3. The SFWIB may seek enforcement of this Contract by any action at law or equity available to the SFWIB, including, but not limited to, filing an action in a court of competent jurisdiction. The venue of any such action shall be in Miami-Dade County, Florida. The Contractor shall be responsible for all program and administrative costs of the SFWIB associated with such enforcement, in addition to the SFWIB's attorneys' fees and costs through final resolution of the matter including appeal;
4. The SFWIB may debar the Contractor from future SFWIB contracting;
5. If, for any reason, the Contractor attempts to meet Contractor's obligations under this Contract through fraud, misrepresentation or material misstatement, the SFWIB may, whenever the SFWIB deems it to be in the SFWIB's best interest, terminate this Contract by providing written notice to the Contractor of such termination and specifying the effective date thereof. In such case, the SFWIB

may terminate or cancel any other contracts the Contractor has with the SFWIB. The Contractor shall be responsible for all of the SFWIB's program and administrative costs associated with any such termination or cancellation, in addition to the SFWIB's attorneys' fees. Any contractor who attempts to meet its contractual obligations with the SFWIB through fraud, misrepresentation or material misstatement may be debarred from the SFWIB contracting for a period not to exceed five (5) years; or

6. Any other remedy available at law or equity or administratively.

#### **H. DAMAGES SUSTAINED**

The Contractor shall not be relieved of liability to the SFWIB for damages sustained by the SFWIB caused by any breach of this Contract by the Contractor, and the SFWIB may withhold any payments to the Contractor until such time as the exact amount of damages due to the SFWIB are determined. The SFWIB may also pursue any remedies available at law or equity to compensate for any damages sustained by any such breach by the Contractor. The Contractor shall be responsible for all program and administrative costs of the SFWIB associated with such breach, including the SFWIB's attorneys' fees.

#### **I. NOTICES**

It is understood and agreed between the Parties that written notice addressed to the Executive Director of the SFWIB, and mailed or delivered to the address appearing on page one (1) of this Contract and written notice addressed to the Contractor and mailed or delivered to the address appearing on page one (1) of this Contract shall constitute sufficient written notice to the respective Party.

#### **J. NOTIFICATION OF LEGAL ACTION**

The Contractor shall notify the SFWIB of legal actions taken against the Contractor or potential actions such as lawsuits, related to services provided through this Contract or that may impact the Contractor's ability to deliver the contractual services, or adversely impact the SFWIB. The SFWIB shall be notified within **five (5)** days of Contractor becoming aware of such actions or from the day of the legal filing, whichever comes first.

#### **K. OTHER NOTIFICATIONS**

The Contractor shall provide prompt notice, not later than thirty (30) days regarding all matters, to the Executive Director of the SFWIB, in writing, of any issues, questions, requests for clarification or any other matter relating to or affecting the Contractor's performance under this Contract.

#### **L. AUTONOMY**

The Parties agree that this Contract recognizes their independence and autonomy and implies no affiliation of any kind between the Parties. The Contractor is an independent contractor in all respects under this Contract. It is expressly understood, agreed and intended that the Contractor is only a recipient of funding from the SFWIB and is not an agency or instrumentality of any kind of the SFWIB. Furthermore, the Contractor's, officers, agents, servants, and employees are not officers, agents, servants, or employees of the SFWIB or any of the SFWIB's agencies or instrumentalities.

#### **M. INDEMNIFICATION**

1. All Entities Which are Not Florida Governmental Entities. The Contractor shall indemnify and hold harmless the SFWIB, and its officers, employees, agents, servants, agencies and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the SFWIB and its officers, employees, servants, agents, agencies or instrumentalities may incur as a result of any and all claims, demands, suits, causes of action or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Contract by the Contractor or the Contractor's officers, employees, agents, servants, partners, principals, subcontractors or any other

individual performing work on the Contractor's behalf under this Contract, including but not limited to DEO staff. The Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the SFWIB, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon. The Contractor expressly understands and agrees that any insurance policies required by this Contract or otherwise provided by the Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the SFWIB and its officers, employees, agents, servants, agencies and instrumentalities as herein provided.

2. Term of Indemnification. The provisions of this indemnification shall survive the expiration or termination of this Contract.

**N. PRIOR AGREEMENTS**

This Contract and its attachments and exhibits incorporate all prior negotiations, correspondence, conversations, agreements and understandings, whether oral or written, applicable to the matters contained herein and the Parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Contract which are not contained in this Contract or in its attachments and exhibits. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

**O. JOINT PREPARATION**

The Parties hereto acknowledge that they have sought and received whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to expresses the Parties' mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the Parties than the other.

**P. NO ASSIGNMENT**

The Contractor shall not assign this Contract or any rights accruing hereunder in whole or in part without the express written authorization of the SFWIB, which authorization may be withheld in the sole discretion of the SFWIB.

**Q. AUTHORITY TO EXECUTE AGREEMENT**

Each person executing this Agreement represents and warrants that he or she is duly authorized and has full legal authority to execute and deliver this Agreement. Each Party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such Party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on the other Party and enforceable in accordance with its terms.

**R. SUBCONTRACTING**

1. The Parties hereto agree that no subcontract shall be entered into under or pursuant to this Contract without the prior written approval of the SFWIB, with said prior written approval issued at the sole discretion of the SFWIB.
2. In no event shall such prior written approval of the SFWIB relieve the Contractor from the Contractor's obligations under this Contract, or change any of the terms or conditions of this Contract. The Contractor shall ensure that all applicable provisions of this Contract are binding upon all such subcontractors. It is expressly understood and agreed that the SFWIB shall not be liable to any subcontractor(s) for any expenses or liabilities of any kind whatsoever incurred by any person or entity under any subcontract.

**S. MODIFICATIONS**

Any alterations, variations, modifications, extensions or waivers of provisions of this Contract shall only be valid when they have been reduced to writing, duly approved and signed by both Parties.

**T. SEVERABILITY**

If any portion of this Contract is determined by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective. If a court determines that any portion of this Contract is invalid, the SFWIB may terminate this Contract without cause.

**U. PERSONS WITH DISABILITIES AND ACCESSIBILITY OF FACILITIES**

The Contractor shall conduct all activities under this Contract in accordance with the Americans with Disabilities (ADA) Act of 1990 as amended, Section 504 of the Rehabilitation Act of 1973 as amended, Title VI of the Civil Rights Act of 1964 as amended, and the regulations promulgated under such Acts, with respect to persons with disabilities.

The Contractor shall designate a Disability Services Coordinator to establish and implement internal procedures to ensure that Contractor and operational staff are knowledgeable about and comply with the disability-related requirements of WIOA, Section 188; Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 as amended (42 U.S.C. 12101 et seq.) P.L. 101-336 which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities. The Contractor's staff shall be thoroughly trained in providing services to individuals with disabilities as it pertains to customer service, reasonable accommodations, and etiquette.

The Contractor shall assure that programs and activities under this Contract are accessible to individuals with disabilities without discrimination, by:

1. Making reasonable accommodations;
2. Providing services in the most appropriate integrated setting;
3. Providing auxiliary aids for individuals with vision and hearing impairments during the recruitment, referral, and assessment of prospective program participants; and
4. Having resource materials available in alternate formats.

The Contractor shall ensure that the physical facilities utilized under this Contract are accessible at all times to individuals with disabilities; in accordance with the applicable standards of the State of Florida as set forth in DEO/Office of Civil Rights "Facility Accessibility Checklist" posted on the DEO website at: [www.floridajobs.org](http://www.floridajobs.org) or shall submit to the SFWIB an alternate plan to achieve physical accessibility to individuals with disabilities provided services under this Contract.

**V. COPYRIGHT, PATENTS, RIGHT TO DATA**

Except for the Contractor's own internal use, the Contractor shall not publish or reproduce any data or information, in whole or in part, that is recorded in any form or medium whatsoever and that is delivered or specified to be delivered under this Contract, nor shall the Contractor authorize or permit others to do so without the advanced written consent of the federal government, through the state of Florida, until such time as the federal government may have released such data or information to the public.

As authorized by 49 CFR 18.34, the federal government, through the state of Florida, reserves a royalty free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize the state of Florida and others to use:

1. Any work developed under this Contract or a resulting subcontract irrespective of whether it is copyrighted.



2. Any rights of copyright to which Contractor or subcontractor purchases ownership with funds provided for under this Contract.

In the event the Contractor is granted written approval from the SFWIB to utilize subcontractors to perform any services required by this Contract, the Contractor shall prohibit such subcontractors, by written contract, from violating any of the terms of this **Section V**.

#### **W. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT**

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the federal government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Non-profit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

#### **X. INTELLECTUAL PROPERTY RIGHTS**

The federal government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: (i) The copyright in all products developed under a federal grant, including a subgrant or contract under the grant or subgrant; and (ii) any rights of copyright to which the grantee, sub-grantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy, which are limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities (2 CFR § 215.36).

If applicable, the Contractor must include the following language on all products developed in whole or in part with grant funds:

"This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner."

**END OF ARTICLE II**

## ARTICLE III

### PROGRAM MANAGEMENT

#### A. PERFORMANCE

Performance shall be defined as the Contractor having attained the goals and objectives set forth in this Contract, in accordance with **Exhibit A, Statement of Work, Exhibit AA, Program Design and Service Delivery** and **Exhibit D, Payment for Performance** attached hereto and incorporated by reference as if fully set forth herein. The Contractor shall be responsible for the recruitment, enrollment and placement of clients in a sufficient amount to assure that expenditure levels are met for the different funding streams.

#### B. PROGRAM REPORTS

Data for reports shall be generated from the appropriate Management Information System(s) ("MIS"). Performance shall only be deemed to have occurred if the Contractor has reported same in the applicable MIS. The Contractor shall ensure that adequate and timely reports are produced for internal performance monitoring purposes from the same MIS. The Contractor shall submit the required reports in accordance with **Exhibit E, Reporting Requirements**.

#### C. SUPERVISORY CASE REVIEW

The Contractor shall conduct monthly supervisory quality assurance case reviews to assess the performance of the Program management staff and monitor compliance with the SFWIB's procedural and performance requirements. The Contractor shall submit these case reviews to the SFWIB's Quality Assurance Unit in accordance with **Exhibit E, Reporting Requirements**, attached hereto and incorporated by reference as if fully set forth herein. Supporting documentation for these reviews shall be maintained by the Contractor and made available for monitoring reviews by the SFWIB upon request.

#### D. MONITORING

The Contractor shall permit, at any and all times, the SFWIB, and the SFWIB's, officers, authorized agents or employees, to perform random or scheduled monitoring, reviews and evaluations of the services which are the subject of this Contract, conduct site visits, client assessment surveys, and other techniques deemed reasonably necessary to fulfill the monitoring function and requirements of the SFWIB including but not limited to monitoring both fiscal and programmatic compliance with all the terms and conditions of this Contract.

The SFWIB shall communicate the monitoring results and findings to the Contractor through an official written report and may require corrective action by the Contractor. The Contractor shall rectify all deficiencies cited within the period of time specified in the report. If such deficiencies are not corrected within the specified time, the SFWIB may suspend payments or immediately terminate this Contract, in the sole discretion of the SFWIB.

#### E. FILE MAINTENANCE

##### 1. Case File

The Contractor shall maintain a separate individual case file for each participant served in accordance with the policies and procedures established by the SFWIB for participants enrolled in any of the SFWIB-funded programs. This file shall include all required documents as set forth in the SFWIB's procedures. These files shall be subject to the **Audit, Inspection and Access to Records** requirements under **Article III-Section H** of this Contract. **All case files shall be electronic only, hard copy files will not be accepted.**

##### 2. Electronic

The Contractor shall update each electronic participant file in the applicable MIS to reflect the most current activity. Each entry must be supported by scanned copies of the appropriate documentation to support the entry. Failure to update the electronic case file timely, accurately and with information based upon actual activity, may result in corrective action, withholding of payment, termination of this Contract and de-obligation for non-performance.

3. Error Rate

Although the Contractor shall submit the case file to the SFWIB electronically only, the Contractor shall maintain a hard copy for prior years' case files and electronic copy (all new case files) of each participant case file and maintain, at all times, a file maintenance error rate of not more than **three percent (3%)**.

Error Rate is defined as the percentage of findings from the quality assurance review of sampled programmatic participant files, utilizing the Supervisory Quality Assurance Case Reviews tool that can be accessed through the link provided below:

<http://intranet:18112/sites/intranet/requiredReports>

4. Medical Records & Disability-Related Information:

The Contractor shall keep all medical records and disability-related information, which are part of the eligibility determination or case management process, in a separate file and in a designated, properly secured, area. The Contractor shall keep new records in electronic format only and in a secure medical records folder. The Contractor shall limit access to medical records and disability-related information to persons authorized by the Contractor. The Contractor shall immediately shred (hard copy) or delete (electronic) sensitive documents, which do not become a part of the participant's permanent file, to ensure absolute confidentiality. The Contractor shall be liable, for any and all related costs, if access to medical records is provided and any federal, state, and/or local laws are breached.

5. Domestic Violence Records

The Contractor shall keep all domestic violence records, which are part of the eligibility determination or case management process, in a separate file and in a designated, properly secured area. The Contractor shall keep new records in electronic format only and in a secure legal record's folder. The Contractor shall limit access to domestic violence records to persons authorized by the Contractor when it is necessary to perform the services. The Contractor shall immediately shred (hard copy) or delete (electronic) sensitive documents, which do not become a part of the participant's permanent file to ensure absolute confidentiality. The Contractor shall be liable, for any and all related costs, if access to domestic violence records is provided and any federal, state, and/or local laws are breached.

6. Background Screening Records

The Contractor shall keep all background screening records, which are part of the case management process, in a separate file and in a designated, properly secured area. The Contractor shall take necessary safeguards to keep the background screening records of participants in a secure, access controlled area to ensure that the records are accessible only to those authorized to examine such records. The Contractor shall keep new records in electronic format only and in a secure legal records folder. The Contractor shall limit access to background screening records to persons authorized by the Contractor. The Contractor shall immediately shred (hard copy) or delete (electronic) sensitive documents, which do not become a part of the participant's permanent file to ensure absolute confidentiality. The Contractor shall be liable, for any and all related costs, if access to background screening records is provided and any federal, state, and/or local laws are breached.

**F. FILE OWNERSHIP**

The Contractor understands and agrees that the case files that the Contractor maintains for programs funded by this Contract are the SFWIB's property and are maintained by the Contractor for the SFWIB's benefit. Therefore, the Contractor shall not dispose of any case files without the prior written consent of the SFWIB. In the event of the termination or expiration of this Contract, the Contractor shall immediately transmit all records to the SFWIB upon the request of the SFWIB.

#### **G. FLORIDA PUBLIC RECORDS LAW**

1. The Contractor shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by the Contractor in connection with this Contract, except that public records which are made confidential or exempt from public record disclosure by law must be protected from disclosure and include, but is not limited to criminal history information derived from the U.S. Department of Justice. The Contractor's failure to allow such public access shall result in the immediate termination of this Contract or any renewal. The Contractor shall maintain public records stored in electronic record keeping systems in accordance with Chapter 119, Florida Statutes, and Rule IB-26.003 of the Florida Administrative Code.
2. Pursuant to section 119.0701, Florida Statutes, the Contractor shall:
  - a) Keep and maintain public records required by the SFWIB to perform the services;
  - b) Upon request from the SFWIB's custodian of public records, provide the SFWIB with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law;
  - c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the SFWIB; and
  - d) Meet all requirements for retaining public records and transfer to the SFWIB, at no cost to the SFWIB, all public records created, received, maintained and or directly related to the performance of this Contract that are in possession of the Contractor upon termination of this Contract. Upon termination of this Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the SFWIB, upon request from the SFWIB's custodian of public records, in a format that is compatible with the SFWIB's information technology systems.
3. For purposes of this Section, the term "public records" shall mean all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of the SFWIB's official business.
4. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**Via e-mail: [recordsrequest@careersourcesfl.com](mailto:recordsrequest@careersourcesfl.com)  
Office of the Executive Director. Telephone: 305-929-1500**

**South Florida Workforce Investment Board  
The Landing at MIA  
7300 Corporate Center Drive, Suite 500  
Miami, Florida 33126-1234**

In the event the Contractor does not comply with the public records disclosure requirement set forth in section 119.0701, Florida Statutes and this **Section G** of this Contract, the SFWIB shall avail itself of the remedies set forth in **Article II, Sections E – Termination, F – Breach of Contract and G – Breach of Contract: SFWIB Remedies** of this Contract.

A Contractor who fails to provide the public records as required by law, within a reasonable time, may also be subject to penalties under section 119.10, Florida Statutes.

**H. AUDIT, INSPECTION AND ACCESS TO RECORDS**

The Contractor shall permit the SFWIB or the SFWIB’s designees, the state of Florida and the federal government or any other duly authorized agent of a governmental agency (“Monitoring Agency”) to audit, inspect, examine, excerpt, copy or transcribe the Contractor’s client records, financial records, supporting documents, statistical records, personnel records, records of all disseminations of criminal history information, and any other documents (including storage media) pertinent to this Contract during the term of this Contract and for a period of **five (5)** years following termination of this Contract or final payment hereunder, whichever is later, to assure compliance with the terms hereof, or to evaluate the Contractor’s performance hereunder. The Contractor shall also permit any or all these aforesaid entities to monitor all activities conducted by the Contractor pursuant to the terms of this Contract. The Monitoring Agency may, in its sole discretion, deem necessary or appropriate such monitoring which may consist of internal evaluation procedures, examination of program data, evaluation of participant files, special analyses, on-site reviews or any other procedure.

The Contractor shall provide full and unrestricted access to any and all records for services paid for under this Contract to the SFWIB, the state of Florida, or the U.S. Department of Labor, the Comptroller General of the United States, or any of their duly authorized representatives.

**I. RECORDS RETENTION**

Five (5) Year Requirement: The Contractor shall keep all records, accounts, and documents related to the operation and performance of this Contract or any modification hereto for five (5) years following the expiration or termination of this Contract. However, if any audit, claim, litigation, negotiation or other action involving this Contract or modification hereto has commenced before the expiration of the five (5) year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five (5) year period, whichever is later. The Contractor shall cooperate with the SFWIB to facilitate the duplication and transfer of any of said records or documents during the required retention period. The Contractor shall advise the SFWIB of the location of all records pertaining to this Contract upon the request of the SFWIB and shall notify the SFWIB by certified mail within ten (10) days of moving said records if and when the records are moved to a new location.

The Contractor and any subcontractor shall maintain documentation of expenditures incurred under this Contract for a period of five (5) years from the date of submission of the final reimbursement request for that grant year or until the resolution of any audit findings or any litigation related to the Contract, whichever occurs last.

**J. CONFIDENTIALITY OF RECORDS**

1. The Contractor shall maintain the confidentiality of any information regarding program participants that identifies or may be used to identify program participants and which may be obtained through proposal forms, interviews, tests, reports from public agencies or counselors, or any other source. The

Contractor shall not divulge such information, including but not limited to social security numbers, demographic data (race/ethnicity, sex, age, and disability status), employment services records, supplemental nutrition assistance program records, job corps records, migrant and seasonal farm worker records, North American Free Trade Agreement-Transitional Adjustment records, Trade Adjustment Assistance under Trade Act of 1974 records, Worker adjustment and Retraining Notification Act records, Welfare Transition Program/TANF records, displaced homemaker records, Labor Market Information individual identifiable data, school readiness records, medical records and disability related information, unemployment compensation records, background screening records, WIOA records as specified in the applicable federal law and implementing procedures, etc. without the written permission of the participant, or participant's custodial parent or guardian when authorized by law, if applicable, except that such information which is necessary, as determined by the SFWIB, for purposes related to the performance or evaluation of the Contract may be divulged to the SFWIB or such other persons as the SFWIB may designate who have responsibilities for monitoring or evaluating the services and performances under the Contract, or to governmental authorities to the extent necessary for the proper administration of the law and the provision of services. All releases of information shall be in accordance with applicable federal and state laws as well as the policies and procedures of the SFWIB. The Contractor shall abide by all applicable federal, state and local laws and regulations regarding confidential information, including personally identifiable information (PII) from educational records, as identified in, but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR 361.38. The Contractor shall provide, prior to the execution of this Contract, a completed **Confidentiality Agreement, Attachment 2**.

Additionally, when working with education agencies, the Florida Department of Juvenile Justice, the Florida Department of Corrections, the Florida Division of Vocational Rehabilitation, and other partners in implementing workforce programs administered by the SFWIB, the Contractor shall follow confidentiality requirements for each such program including, but not limited to:

- The Privacy Act: 5 USC 552a;
- Social Security numbers: 119.0721 Florida Statutes and 5 USCA 552a;
- Medical documents: 29 CFR 37.37; 29 CFR 1630.14;381.004(3)(e) and (6)(c) Florida Statutes;
- Employment and Related Services for Persons with Disabilities: Florida Statute 413;
- Confidentiality requirements governing the protection and use of personal information held by the Vocational Rehabilitation agency (34 CFR 361.38); and
- Student records: Federal Educational Rights and Privacy Act (FERPA), 20 USC 1232g and 1232h; 34 CFR Part 99.

2. **Confidentiality Forms.** The Contractor, in the course of receiving and utilizing confidential workforce program information for the purpose of performing Contractor's duties under this Contract, shall ensure that all staff, security officers, contractors, subcontractors, and any subsequent subcontractors and their employees complete the following certification and acknowledgement forms prior to permitting those individuals to perform any work under or relating to this Contract:
  - a. The **Individual Non-Disclosure and Confidentiality Certification Form, Attachment 3**, attached hereto and incorporated by reference as if fully set forth herein.
  - b. The **Confidentiality Acknowledgement Form, Attachment 4**, attached hereto and incorporated by reference as if fully set forth herein (applicable for staff with access to confidential Reemployment Assistance (RA) information).

All completed forms shall be retained as required herein in accordance with **Article III-Section I, Records Retention** of this Contract. The Contractor shall maintain the completed confidentiality forms in each employee's personnel file **and forward copies to the SFWIB's IT Department upon requesting access to State and/or Local System(s)**.

3. The Background Screening record information derived from the U.S. Department of Justice shall not be disseminated outside the Contractor's entity or used for a purpose other than that specified in the

statute authorizing the request, Section 943.0542, Florida Statutes.

#### **K. VIOLATION OF THE PRIVACY ACT**

Funds awarded under this Contract cannot be used in contravention of the 5 USC 552a or regulations implementing that section.

#### **L. INFORMATION SECURITY OBLIGATIONS**

The Contractor shall abide by the SFWIB's Information Technology Security Policies and Procedures.

- The Contractor (including its officers, employees, subcontractors, agents, partners, principals, servants, representatives or any other individuals to whom Contractor exposes or authorizes to access confidential information obtained under this Contract), shall not store, or allow to be stored, any confidential information on any portable storage media (e.g., laptops, thumb drives, hard drives, etc.) or peripheral device with the capacity to store information. The Contractor shall not electronically transmit, or allow to be transmitted, any personal or confidential information. Failure to strictly comply with this provision shall constitute a breach of this Contract.
- The Contractor shall not engage any third party vendor, company or agent to modify, troubleshoot or otherwise alter the configuration of network devices, workstations, printers and/or any other device or hardware attached to the SFWIB's network and agrees that no other devices, servers, workstations, tablets, wireless devices, etc., other than those installed by the SFWIB's IT Unit or SFWIB's authorized agent, will be connected to the SFWIB's network.
- During the term of this Contract, the Contractor must obtain signed confidentiality access agreements, which are required by the SFWIB and/or the DEO for systems access privileges, for any individual including, but not limited to all of the Contractor's officers, employees, subcontractors, agents, partners, principals, servants, representatives and security officers, prior to their access to electronic data systems.
- The Contractor shall ensure that the Contractor's staff who has access to client information through the Employ Miami-Dade ("EMD")/Employ Monroe ("EM"), the One-Stop Service Tracking ("OSST") system(s) and/or any other information systems as required, complete the Information Security and Awareness Training annually.
- The Contractor shall make every effort to protect and avoid the unauthorized release of any personal or confidential information, as set forth in **Article III-Section J, Confidentiality of Records**.
- The Contractor shall notify the SFWIB in writing of any disclosure of the SFWIB's and/or the state of Florida's confidential information or data by the Contractor, its officers, employees, subcontractors, agents, partners, principals, representatives or any other individuals to whom Contractor exposes or authorizes to access confidential information obtained under this Contract, which is not in compliance with the terms of the Contract (of which it becomes aware).
- The Contractor shall also report to the SFWIB any Security Incidents of which it becomes aware, including those incidents reported to the Contractor by its officers, employees, subcontractors, agents, partners, principals, servants, representatives. For purposes of this Contract, "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of the SFWIB's or DEO's information in the Contractor's possession or electronic interference with the SFWIB's operations; however, random attempts at access shall not be considered a security incident.
- The Contractor shall notify the SFWIB's Help Desk, not later than **24 hours** following the determination of any breach or potential breach of personal and confidential data, as required by the SFWIB's Information Technology Security Policies and Procedures.

- In the event of a breach of security concerning confidential personal information involved with this Contract, the Contractor shall comply with section 501.171, Florida Statutes, as applicable. When notification to affected persons is required under this section of the statute, the Contractor shall provide such notification, using the SFWIB’s approved format, not later than seven (7) calendar days following the determination of any potential breach of personal or confidential data.
- For purposes of this Contract, “security breach” means the unauthorized access of data in electronic form containing personal data. Good faith acquisition of personal information by an employee or agent of the Contractor is not a security breach, provided the information is not used for a purpose unrelated to the Contractor’s obligations under this Contract or is not subject to further unauthorized use.
- The Contractor shall be wholly liable for security breaches and personal identity theft committed by its officers, employees, subcontractors, agents, partners, principals, servants, representatives or any other individuals to whom the Contractor exposes or authorizes to access confidential information obtained under this Contract, including, but not limited to, volunteers and DEO employees. The Contractor shall be liable for: (1) direct payment and/or reimbursement of all costs incurred for notifying and providing identity theft protection services to customers who may be victims of the security breaches and personal identity theft; (2) resolving any and all claims related thereto; and (3) all other costs and damages resulting from security breaches or personal identity theft.
- The Contractor shall notify the SFWIB’s Regional Security Officer(s) at the time of termination or transferring of an employee. Notification requesting system access removal must be submitted via email to the Helpdesk at [helpdesk@careersourcesfl.com](mailto:helpdesk@careersourcesfl.com) with the appropriate system form, as follows:
  - EMD/EM/OSST - DEO Information Systems Security Agreement/Confidentiality Form.
  - Workforce Management System (“WFMS”)/Initial Assessment Application (“IAA”) – CareerSource South Florida’s (“CSSF’s”) Application Development Unit Security Access Form.
  - Florida – Florida Department of Children & Families’ (“DCF’s”) System Access Authorization Request Form.
- For employees with access to the Connect and/or SunTax systems; The Contractor shall notify the Regional Security Officer at the time of termination or transferring of an employee. Notification requesting system access removal must be submitted via email to the Regional DEO Manager with the applicable system form(s), as follows:
  - DEO CONNECT Form ISU-38
  - DEO Form ISU-30
- If the employee has security access to multiple systems, the Contractor shall submit all corresponding forms.
- For employees that only have a CSSF **network account and/or VPN account**, only an email requesting disabling of the account(s) is required at the time of termination.

Failure to comply with this **Section L, Information Security Obligations**, shall constitute a breach of this Contract.

#### **M. PELL GRANT AND OTHER FINANCIAL AID**

The Contractor shall first access PELL and other federal, state and local financial assistance prior to committing or obligating Individual Training Account (“ITA”)/scholarship funds to support the training costs of an individual. Scholarship funds shall be used only to the extent other sources of funds necessary to



pay for the cost of the training or tuition is not available. For training institutions or training programs that are non-PELL eligible, documentation shall be kept in the participant's case file that specifies that the training institution or program is non-PELL eligible.

The Contractor which issues ITA/scholarships shall assist all of the SFWIB's program participants in applying for financial aid, including, but not limited to, the PELL Grant or for any other federal, state, or local grant, scholarship or entitlement funds. This shall be evidenced by a completed copy of the Free Application for Federal Student Aid and a Student Aid Report from the Department of Education in each program participant's case file.

#### **N. STAFFING REQUIREMENTS**

The Contractor shall maintain an organizational structure and adequate programmatic, administrative and support staff sufficient to fulfill the Contractor's contractual obligations hereunder. The Contractor shall submit **Staffing Roster/New Hire/Termination Reports** in accordance with **Exhibit E, Reporting Requirements**, attached hereto and incorporated by reference as if fully set forth herein. In the event the SFWIB determines that the Contractor's staffing levels do not conform to those in the Contractor's approved budget, the SFWIB shall advise the Contractor in writing and the Contractor shall have thirty (30) calendar days to remedy the identified staffing deficiencies. Failure to comply shall result in the suspension of payment until staffing levels are corrected and may be considered a breach of this Contract. Budget modifications may be required when vacancies are not filled within the specified time frame and result in program income in accordance with **Article IV-Section B, Program Income**.

#### **O. TRAINING OF STAFF**

1. The Contractor shall ensure that employees responsible for program compliance receive appropriate grant administrative and program compliance training in:
  - Required Participant File Contents (In accordance with the SFWIB's Policies and Procedures)
  - Required training in serving Limited English Proficiency (LEP) customers (In accordance with the SFWIB's Policies and Procedures)
  - Required credentialing and skills standards (In accordance with the SFWIB's Policies and Procedures)
  - Pass-through Entity Responsibilities 2 CFR Chapter II, Subpart D § 200.331
  - Contracts Management/Administration (45 CFR 74.21)
2. The Contractor shall ensure that all employees receive appropriate training regarding **Emergency Preparedness**, including, but not be limited to:
  - building fire; forest fire; hazardous material; flood; hurricane; tornado; earthquake; communications failure; civil disturbance; explosion; bomb threat; technological emergencies; workplace violence; terrorism and workplace injury/accident.

#### **P. GRIEVANCE PROCEDURES**

The Contractor shall comply with all of the SFWIB's applicable Grievance and Complaint Procedures and as required by state and federal law.

The SFWIB's Grievance and Complaint Procedures can be accessed through the link provided below:

[http://www.careersourcesfl.com/GrievanceProcedures/CSSF\\_GrievanceProcedures\\_English.pdf](http://www.careersourcesfl.com/GrievanceProcedures/CSSF_GrievanceProcedures_English.pdf)

#### **Q. LIMITED ENGLISH PROFICIENCY (LEP)**

When a significant number or proportion of the population eligible to be served under this Contract needs services or information in a language other than English to be effectively informed or to participate in the services provided under this Contract, the Contractor shall provide a Certified Interpreter and take steps, considering the size of the program and the size and concentration of such population, to make available to such persons any written and audio-visual material, in the appropriate languages, and in alternate formats for individuals with a disability, distributed to the public relating to the services provided pursuant to this Contract.

## **R. ABUSE, NEGLECT, AND EXPLOITATION INCIDENT REPORTING**

The Contractor shall immediately report knowledge or reasonable suspicion of abuse, neglect, or exploitation of a child, aged person, or disabled adult to the Florida Abuse Hotline on the statewide toll-free telephone number (1-800-96ABUSE) or via the web reporting option at <http://www.dcf.state.fl.us/abuse/report/>, or via fax at 1-800-914-0004, or via TDD (800) 453-5145 as required by Chapters 39 and 415, Florida Statutes, this provision is binding upon both the Contractor and Contractor's employees. Failure to comply with this **Section R, Abuse, Neglect and Exploitation Incident Reporting**, shall constitute a breach of this Contract.

## **S. PUBLIC ANNOUNCEMENTS AND ADVERTISING**

The Contractor shall not produce, publish for public consumption or distribute any publicity or information about Contractor's programs or program participants without prior review and written approval by the SFWIB. All radio and television advertisements, paid and unpaid, public service announcements, social media, or general newspaper articles shall be coordinated through, and preapproved by, the SFWIB, and shall state that the program is funded through the SFWIB. The Contractor that receives funds from the SFWIB, regardless of the name under which the program is operated, must state that the program is funded by the SFWIB in all public communication media.

The Contractor shall prominently incorporate the name and the official logo of the SFWIB when developing collateral materials or publicity, such as radio, print or television coverage, any form of media press releases, advertising or any informational materials concerning the Contractor's program. Collateral materials such as letterhead, business cards, envelopes, informational pamphlets and brochures, flyers, posters, and other such items, shall be in compliance with the SFWIB's policies and procedures, that ensure compliance with, but are not limited to, CareerSource Florida, Inc.'s Florida Workforce System Statewide Brand Strategic Policy, and pre-approval requirements. .

In accordance with Public Law 101-166, section 511, Steven's Amendment; as renewed in the Consolidated Appropriations Act of 2018, Pub. L. No. 115-141, 132 Stat. 348, div H, Title V, section 505 and Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019, and Continuing Appropriations Act, 2019, Pub. L. No. 115-245, div. B, tit. V, section 505, 132 Stat. 2981 (Sept. 28, 2018), when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing the project or programs funded, in whole or in part with federal money, the Contractor shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with federal money; (2) the dollar amount of federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The Contractor shall incorporate the "**American Job Center**" or "**a proud partner of the American Job Center network**" on all primary electronic resources, including websites, used by the one-stop delivery system (20 CFR § 662.100), and on any newly-printed, purchased, or created materials pursuant to 20 CFR 678.900a). Each one-stop delivery system must include "**a proud partner of the American Job Center network**" identifier on all:

1. Primary electronic resources used by the one-stop delivery system, and on any newly printed, purchased, or created materials;
2. Products, programs, activities, services, facilities, and related property and new materials used in the one-stop delivery system.

The logo for “a proud partner of the American Job Center network” is available at [www.dol.gov/ajc](http://www.dol.gov/ajc).

**END OF ARTICLE III**  
**ARTICLE IV**

**FISCAL MANAGEMENT**

**A. INTERNAL CONTROLS AND ACCOUNTING RECORDS**

The Contractor shall maintain the Contractor’s books and records in accordance with Generally Accepted Accounting Principles (“GAAP”); “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States; the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission; and to institute fiscal controls to account for all monies received from the SFWIB and spent to perform the Contractor’s obligations under this Contract.

The Contractor shall maintain records, books, and documents, including electronic storage media and electronic records that identify the SFWIB’s funds and which contain information pertaining to authorized expenditures, obligations, de-obligated balances, assets, liabilities, outlays or expenditures and income.

The Contractor shall ensure that accounting records reflect the separation of all programs/activities it administers, or for which it receives funding and that a clear audit trail exists showing the benefit received from each expenditure as it relates to the applicable program/activity.

**B. PROGRAM INCOME**

1. Program Income Shall Be Forthwith Remitted to the SFWIB

The Contractor shall report and remit Program Income as defined in **Exhibit F, Definitions**, attached hereto and incorporated by reference herein, realized in operating a program under this Contract, or any modification hereto, and to the SFWIB at the end of each quarter during which the income was realized.

The Contractor shall ensure that the audit performed in accordance with Article I, Section F-5 shall contain a schedule detailing program income realized under this Contract.

2. Contractor’s Use of Program Income

WIOA regulations require that Program Income be added to the total Contract award and used to provide the same services as stated in the original Contract. If Program Income is added to the Contractor’s budget in accordance with the modification provisions under this Contract, that income must comply with the terms and conditions governing all funds awarded under this Contract.

**The Contractor must remit program income, for non-WIOA funds, in excess of one hundred dollars (\$100.00) to the SFWIB not later than thirty (30) days after the end of quarter.**

**C. RETURN OF FUNDS**

The Contractor shall return to the SFWIB any overpayments due to unearned funds, earned funds that exceeded actual expenditures or funds disallowed that were disbursed to the Contractor by the SFWIB and any interest attributable to such funds pursuant to the terms and conditions of this Contract. If the Contractor or its independent auditor discover that an overpayment has been made, the Contractor shall repay said overpayment immediately without prior notification from the SFWIB. If the SFWIB first discovers any overpayment has been made, the SFWIB’s Executive Director will notify the Contractor in writing of such findings. If the Contractor fails to repay the SFWIB for the overpayment within thirty (30) calendar days

following either the Contractor's discovery of or the SFWIB's notification of the overpayment, the Contractor shall also pay SFWIB interest at the lawful rate of interest on the outstanding balance after the earlier of SFWIB's notification or Contractor's discovery. The SFWIB shall have the right at any time to offset or deduct from any payment due under this or any other contract or agreement any amount due to the SFWIB from the Contractor under this or any other contract or agreement.

#### **D. DEOBLIGATION FOR NON-PERFORMANCE**

The SFWIB, in its sole discretion, may adjust the Contract award amount through a decrease, up to and including the total amount of funds awarded to the Contractor, when and if the SFWIB determines that the Contractor's total program costs will not be expended in accordance with the amount of funds awarded.

#### **E. VOLUNTARY DEOBLIGATION**

The Contractor may request a decrease of the total amount of funds awarded when it has been determined by the Contractor that funds may not be expended during the period of performance as set forth under this Contract. If requesting a decrease, the Contractor must submit a written request to the SFWIB's Executive Director specifying the amount and the reason for the decrease. Approval of a decrease shall be in the sole discretion of the SFWIB.

#### **F. BUDGET SUMMARY**

The Contractor agrees that all expenditures made and all costs incurred by the Contractor shall be in accordance with **Exhibit H, Budgets for Administrative Costs and Program Costs**, attached hereto and incorporated by reference as if fully set forth herein.

The Contractor agrees that **Exhibit H, Budgets for Administrative Costs and Program Costs**, attached hereto and incorporated herein, validates that the Contractor's projected costs are reasonable, allowable, allocable and are in accordance with cost principles set forth in 2 CFR Part 200, Subpart E.

The Contractor shall ensure that the budget(s) for administrative costs does not, under any circumstances, exceed ten percent (10%) across the SFWIB's funding streams, or the Indirect Cost Rate, whichever is less.

The Contractor may shift funds within the Contractor's program line item budget. Notwithstanding the above, if the Contractor wishes to shift funds greater than: (1) fifteen percent (15%) in any budgeted position's salary; or (2) fifteen percent (15%), but not less than \$950.00, in any line item, the Contractor shall obtain SFWIB's Executive Director's prior written approval.

The SFWIB's approval of **Exhibit H, Budgets for Administrative Costs and Program Costs** is given based on limited facts presented as justification for the proposed expenditure and prior to the actual expenditure. As such, if actual expenditures are not in accordance with the facts presented for the proposed expenditure or federal requirements, the SFWIB may question or disallow the expenditure, notwithstanding the prior approval of the same.

The Contractor's authorized representative shall approve all budget modifications in writing and then shall forward the budget modification to the SFWIB's Contract Manager for processing and approval. Budget modifications approved by both the Contractor and the SFWIB shall replace **Exhibit H** as **Exhibit H-1**, a copy of which shall be attached hereto and incorporated by reference as if fully set forth herein.

Any expenditure made and/or incurred prior to the SFWIB's written approval of a written budget modification request may be disallowed in the sole discretion of the SFWIB.

The Contractor shall amend the budget, if applicable, at the end of the second (2<sup>nd</sup>) program year quarter, not later than December 31, and a final fourth (4<sup>th</sup>) quarter modification shall be allowed and submitted, not later than June 15. In the event that the Contractor's contract is not renewed for another term, the Contractor may submit a final modification within ten (10) business days after being notified of the non-renewal.

The Contractor shall notify the SFWIB's Contract Manager and Accountant, in writing, of all staffing changes (including, but not limited to adding names of staff filling vacant positions). Staffing changes (including, but not limited to adding names of staff filling vacant positions) shall be incorporated in the budget not later than the next available modification period set forth herein. Only one staff can be delegated to a budgeted position, except where a transition occurs, the incoming staff may also occupy the budgeted position for a period not to exceed one month in duration, and not to exceed the total budgeted salary for the position.

Final line-item adjustment(s) shall be allowed as set forth in **Article IV-Section O, Financial Closeout**.

## G. CONTRACTOR'S COST ALLOCATION PLAN AND INDIRECT COST RATE

1. **Indirect Cost Rate:** The publication of Title 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," released on December 26, 2013, requires that every sub-award of federal funds from pass-through entities (i.e. the SFWIB) to the sub-recipient must include, among other elements, an Indirect Cost Rate.

In conformity with Title 2 CFR Part 200, the Contractor shall submit one of the following to the SFWIB along with the program budget (as described in Article IV, F):

A. If the Contractor does not have an approved Indirect Cost Rate:

- o The Contractor shall develop and submit to the SFWIB's Finance Unit an initial indirect cost rate proposal. Detailed guidelines for preparing an Indirect Cost Rate proposal are contained in CareerSource Florida Administrative Policy Number 86. Additional information can be found at:

[http://www.floridajobs.org/docs/default-source/2016-guidance-papers/lwdb\\_indirectcostadminpolicy\\_final\\_-20160805.pdf?sfvrsn=2](http://www.floridajobs.org/docs/default-source/2016-guidance-papers/lwdb_indirectcostadminpolicy_final_-20160805.pdf?sfvrsn=2)

B. If the Contractor has an approved Indirect Cost Rate from a federal agency or pass-thru entity, the Contractor shall submit a copy of the Indirect Cost Rate approval letter from said agency or pass-thru entity to the SFWIB.

Please note, an Indirect Cost Rate Proposal is mandated only if the Contractor includes indirect costs in the **Exhibit H-Budget for Administrative Costs and Program Costs**. However, if indirect costs are not included, a proposal is not required.

2. **Cost Allocation Plan:** The Contractor's operating expenditures shall be cost allocated across all applicable funding streams.

The Contractor shall submit a detailed Cost Allocation Plan ("CAP"), or cost policy statement as appropriate to the SFWIB in accordance with the guidance that can be accessed through the link provided below.

<http://www.floridajobs.org/FMSAS/Monitoring/AgencyIssued/Cost%20Allocation%20Plan%20Guidance%20-%20RWB.pdf>

The CAP is a document that specifies the allocation methods used for distributing all costs of an organization. A plan for allocating shared costs is required to support the distribution of those costs to grant and non-grant programs. All of the Contractor's costs must be included in the plan. Official accounting records must support all costs. An agency-wide budget should be presented that depicts all shared cost. The Contractor shall submit the Cost Allocation Plan to the SFWIB within the lesser of thirty (30) days of Contract execution or along with the program budget.

A CAP is not required if the Contractor's award amount(s) is specific to a single program and from a funding stream where there will be no shared costs. If the Contractor elects the de minimis rate (10%

indirect costs as indicated in Administrative Policy Number 86) a CAP is not required, but a cost policy statement would be required.

The cost policy statement that is required as part of the indirect cost rate proposal and the CAP may be incorporated into one document.

Federal funds awarded under this Contract may not be used to meet the matching or cost-sharing requirements of other Federal grant programs unless expressly authorized by federal law.

3. **Approval of Indirect Cost Rate:** The SFWIB will negotiate with the Contractor and approve the indirect cost rate. Indirect costs can only be charged to an award based on an approved indirect cost rate. However, the approval of indirect costs by the SFWIB is not intended to identify the circumstances or dictate the extent of federal participation in the financing of particular awards.

The results of the indirect cost rate negotiation will be formalized in a written agreement between the SFWIB and the Contractor.

The Contractor shall maintain appropriate supporting documentation for the Contractor's cost allocation and Indirect Cost Rate calculations in accordance with the records retention requirements set forth in **Article III-Section H, Audit, Inspection and Access to Records** and **Article III-Section I, Records Retention**. Failure to maintain the appropriate documentation and to follow the submitted and approved plan may result in **cost disallowances** by the SFWIB.

Failure to comply with this **Section G** may be considered a breach of this contract and can lead to disallowance of indirect/administrative costs and/or other remedies for non-compliance as specified in **Article II-Section G, Breach of Contract: SFWIB Remedies**.

## H. MONTHLY INVOICING

1. **Requests for Payment.** The SFWIB shall pay all budgeted and allowable costs or services incurred by the Contractor which are allowable under 2 CFR Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, this Contract and applicable SFWIB policies and procedures, as may be amended from time to time.
2. To receive payment, the Contractor shall submit monthly an original invoice package which shall include an original signed **Contract Invoice (Exhibit I)**, attached hereto and incorporated by reference as if fully set forth herein, **Monthly General Ledger**, a prior month(s) General Ledger for any costs not previously billed, and **Payroll Register**.

The Contractor must submit the original invoice package not later than the **seventh (7<sup>th</sup>)** business day of the month following the month in which the services were provided. The Contract Invoice shall reflect only the expenses incurred and paid by the Contractor for the month that the services were rendered. Upon satisfactory submission, review and approval of the complete invoice package with the required supporting documentation, the SFWIB shall pay the Contractor via Electronic Fund Transfer; the sole judge of the satisfaction of the submission will be the SFWIB. The Contractor shall complete an **Authorization Agreement for payments via Direct Deposits (ACH Credits)** which may be requested from the SFWIB's finance unit.

Failure to submit original signed invoices, General Ledger, and Payroll Register, in manner deemed correct and acceptable by the SFWIB and by the due date (the **seventh (7<sup>th</sup>)** business day of the month following the month in which the services were provided), shall be considered a breach of this Contract.

The Contractor shall maintain **originals** of cancelled checks or a legal copy of the cancelled checks, itemized invoices, receipts, payroll registers and any evidence of indebtedness as proof of expenditures. These documents shall be maintained by the Contractor in accordance with **Article III, Section I-Records Retention** and **Article III, Section H, Audit, Inspection and Access to Records**.

3. **Processing the Request for Payment.** The Parties agree that the processing of a payment request by the Contractor shall be completed by the SFWIB within fifteen (15) business days, or less, of receipt of submission of the request along with the complete required invoice package. Processing the payment request within fifteen (15) business days is contingent upon complete and satisfactory submissions of the required invoice package and supporting documentation, which have been approved by the SFWIB. The Contractor's shall maintain sufficient financial resources to meet the expenses incurred during the period between the provision of services and payment by the SFWIB.

#### I. LATE INVOICING

Invoices submitted after the due date as specified in **Section H-Monthly Invoicing** above, shall automatically be charged as described below:

- Invoices submitted five (5) calendar days or less following the due date shall automatically be charged five percent (5%) of the amount invoiced;
- Invoices submitted more than five (5) calendar days following the due date shall automatically be charged an additional five percent (5%) of the amount invoiced.

A contractor experiencing problems accessing/submitting their invoice on time shall contact the Adult Programs Manager or Adult Programs Supervisor immediately. **Failure to make contact with the program manager or program supervisor can result in a penalty being assessed.**

#### J. PARTICIPANT COSTS

1. **Paid Work Experience Costs:** the SFWIB shall provide the Contractor shall an initial allocation of Paid Work Experience ("PWE") which shall be available, and can be accessed, through the use of the Workforce Service Management System ("WFMS"). The initial Paid Work Experience allocation shall not be transferrable to other costs.
2. **Training, Transportation and Support Services Costs:** the Contractor shall receive an initial allocation of participant costs which shall be available, and can be accessed, through the use of the WFMS. The Contractor shall include said initial allocation in the Contractor's budget from the allocated Cost Reimbursement award, and as applicable the Contractor shall increase or decrease the amount for participant costs (training, scholarships, transportation and support services) which shall be changed in the WFMS, if funds are available to spend, to the budgeted amount.
3. **Utilization of Funds**
  - The SFWIB shall make the participant costs available to the Contractor through the use of the WFMS.
  - The Contractor shall issue vouchers for ITAs which will be paid directly to the Training Vendor by the SFWIB.
  - The Contractor shall pay for participant costs directly, except for ITAs, and seek reimbursement under this Contract from the SFWIB. To seek reimbursement for participant costs incurred in **PY20-21**, the Contractor shall issue vouchers **not later than June 29, 2021 at noon (12:00 p.m.)**.
  - The Contractor shall effectively manage and spend the participant costs funds (Training, OJT, PWE, transportation and support services) allocated during this Contract period.
  - The Contractor shall work with the Training Vendor and SFWIB in the reconciliation of discrepant participant training related data. The Contractor shall verify the accuracy of the data entered by the Training Vendor in the participant training performance data into the Reconciliation Tool section of the WFMS. All required fields must be reconciled on a monthly

basis.

- A WFMS Reconciliation Tool-generated Training Discrepancy Report is available on the 11<sup>th</sup> of each month, at which time the Contractor shall review, update and correct all training and placement discrepant data indicated in the report within five (5) days.
- The Contractor shall monitor and reconcile all WFMS issued voucher payments, void those vouchers and close the programs where the participant has withdrawn from training.
- The Contractor shall be responsible for the under and over-utilization of the funds provided for participant costs.
- The SFWIB may monitor Contractor's utilization of these funds. The SFWIB may also de-obligate or re-obligate said funds, if the Contractor demonstrates an inability to effectively manage the funds allocated.
- The Contractor shall monitor the WFMS' allocations. The Contractor shall be solely responsible for any portion of the allocation that is over-utilized during the term of this Contract.
- The Contractor shall request, in writing, to the SFWIB any changes to the allocated amount for WFMS' participant costs. The Contractor shall monitor the WFMS' allocations. The Contractor shall be solely responsible for any portion over-utilized during the term of this Contract.
- The Contractor may request, in writing, to transfer funds among the participant cost categories (ITA, PWE, transportation and support services) a final request for transfer shall be allowed and submitted, not later than **June 14**.
- The approved transfers must be reflected in the next available budget modification following the schedule set forth in **Article IV, Section F-Budget Summary**.

#### **K. WORK EXPERIENCES EXPENDITURE REQUIREMENT**

The Workforce Innovation and Opportunity Act (WIOA) section 129(c)(4) prioritizes work experiences with the requirement that local areas must spend a minimum of twenty percent (20%) of non-administrative local area funds on work experience. The Contractor Agrees to expend the funds allocated under this Contract to provide paid and unpaid work experiences (WE) as follows:

- The Contractor shall spend not less than **twenty-five percent (25%)** of the funds allocated under this Contract for WE;
- Authorized program expenditures on the work experience element include only participant wages as well as staffing costs for the development and management of the WE;
- The Contractor agrees that 100% of the WIOA funds expended for WE related elements shall be invoiced as required and shall reflect the staffing costs associated with the development and management of the WE accurately;
- The Contractor agrees to expend one hundred percent (100%) of the WIOA funds allocated for work experience wages;
- On a quarterly basis, year to date expenditures recorded will be measured against year to date WE billed. If, at a minimum a **twenty percent (20%)** expenditure is not met, a deduction or chargeback to expenditures already paid will be collected to bring the WE expenditure rate to **20%** based upon the following calculation:
  - YTD WE/(YTD Expenditures less Administrative Costs);
  - Request for waiver: If the Contractor's SFWIB Approved Program design has Work Experience expenditures that would occur during the last quarter of the Program Year, the Contractor may request a waiver from the **twenty percent (20%)** quarterly chargeback to expenditures. The request shall be submitted in writing and provide a plan and budget to achieve the required expenditure level by **June 30, 2021**.



- The Contractor has until the end of the contract period to make up for any deductions or chargebacks collected by the SFWIB;
- The “Work Experiences Expenditure Reconciliation” form shall be submitted with the Financial Closeout detailing the YTD WE/(YTD Expenditures less Administrative Costs) and any amounts that were charged back and are payable to Contractor based upon the Final Invoice submitted;
- Contractors not meeting, at a minimum, a **twenty percent (20%)** expenditure by **June 30, 2021**, shall forfeit the quarterly charge backs collected by the SFWIB;
- The Incentive Holdback shall only be paid when Contractor has met the required **twenty-five percent (25%)** expenditure for the YTD period in which the Incentive Holdback is awarded. Contractors with an SFWIB approved waiver (for the **twenty percent (20%)** chargeback as set forth above) and meeting a **twenty-five percent (25%)** expenditure rate by June 30, 2020, will be awarded payments on the Incentive Holdback that was earned YTD.

Failure to comply with the WE expenditure requirement shall constitute a breach of this Contract and shall result in a deduction or chargeback as specified above and may result in deobligation of current funds or non-consideration for future funding.

## L. PROCUREMENT REQUIREMENTS

The Contractor shall adhere to the following procurement requirements when obtaining any and all goods and services including, but not limited to, training supplies, equipment, rental agreements, construction, maintenance, professional and consultant services, necessary to perform the services and obligations of the Contractor pursuant to this Contract.

1. Procurement actions, unless otherwise stated herein, with a cost per item of five-hundred dollars (\$500.00) or less shall be considered a small business purchase and shall not require any formal procurement, such as a request for proposal or request for qualifications. However, upon requesting quotes for goods and services, the Contractor shall keep a record of the entities contacted for the purpose of securing any quotes and shall record the quotes received. The Contractor shall submit such documentation when seeking reimbursement for this expenditure and shall maintain a record of the procurement and the receipt and payment for the goods or services.
2. Except as otherwise stated herein, procurement actions with a cost per item that exceed five hundred dollars (\$500.00) shall be purchased by the SFWIB at the sole discretion of the SFWIB.
3. Procurement actions for office supplies, i.e. paper, pens, toner, etc., regardless of cost, shall be the sole responsibility of the Contractor.
4. Procurement actions for office furniture (i.e. desks, chairs, file cabinets, etc.), for computers, or for any software application to be installed on computers purchased by the SFWIB, regardless of cost, shall be purchased by the SFWIB at the sole discretion of the SFWIB.
5. Procurement actions to renovate, remodel, reconfigure, or modify the interior design or layout of a CareerSource center in which the SFWIB is not the lessee shall be approved, in writing by the SFWIB prior to the initiation of procurement by the Contractor. The Contractor shall not renovate, remodel, reconfigure, or modify the interior design or layout of a CareerSource center in which the SFWIB is the lessee.
6. The Contractor shall not enter into professional services agreements or subcontracts to render services described in **Exhibit A, Statement of Work** and **Exhibit AA, Program Design and Service Delivery**, without the prior written approval of the SFWIB.
7. Procurement actions shall be subject to federal, state and local laws related to nepotism, conflicts of interest and criminal and fraudulent activities.

8. The Contractor shall reimburse the SFWIB for any funds expended under this Contract when the Contractor does not or cannot produce the documents required to demonstrate, to the satisfaction of the SFWIB, that the procurement requirements of this section have been followed.
9. The timeframe for submission of procurement requests shall be established by the SFWIB and shall be communicated to the Contractor in the form of written instructions. The Contractor shall submit an original completed, signed and dated procurement request form to the SFWIB as specified in the written instructions. The Procurement Request Form and written instructions can be obtained by authorized users via the website at:  
  
[http://intranet.careersourcesfl.com:18112/sites/intranet/requiredReports/Shared%20Documents/CSSF%20Docs/Procurement/CSSF\\_Service%20Provider%20Procurement%20Form.pdf](http://intranet.careersourcesfl.com:18112/sites/intranet/requiredReports/Shared%20Documents/CSSF%20Docs/Procurement/CSSF_Service%20Provider%20Procurement%20Form.pdf)
10. The Contractor shall reimburse the SFWIB for any procurement action resulting from the Contractor's submission of a procurement request as set forth herein. Such reimbursement shall be deducted from any payments due to the Contractor.

**M. PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS**

The Contractor assures that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act (P.L. 113-128 S. 502) will be American-made.

**N. INVENTORY**

The SFWIB generates the capital inventory report and transmits to the Contractor along with written instructions specifying the due date for submission to the SFWIB. The Contractor shall reconcile the general inventory of all property and equipment purchased with the SFWIB's funds and shall submit a completed, signed and dated capital inventory report electronically to the SFWIB's Facilities Unit. Thereafter, the original capital inventory report shall be hand delivered or mailed, to the SFWIB's Facilities Unit as set forth in the written instructions.

Immediately upon discovery, the Contractor shall notify the SFWIB, in writing, of any property loss with the date and reason(s) for the loss.

The SFWIB shall conduct random and scheduled inventory reviews at the Contractor's location(s) throughout the program year. Upon request by the SFWIB, the Contractor shall reconcile the inventory. If discrepancies are discovered, and upon request by the SFWIB, the Contractor shall provide reimbursement to the SFWIB, based upon the SFWIB's depreciated value of the missing item(s).

The Contractor may utilize such property for another SFWIB-funded activity with the SFWIB's prior written approval. The Contractor may not sell, trade, transfer, dispose, or remove any property without the express written consent of the SFWIB.

Title (ownership) to all non-expendable property acquired with funds from this Contract shall be vested in the SFWIB and said property shall be transferred to the SFWIB upon completion or termination of this Contract, unless otherwise authorized in writing by the SFWIB. Non-expendable property is defined as, but not limited to, equipment and office furniture.

Title to supplies and other expendable property shall vest in the Contractor upon acquisition. If there is a residual inventory of unused supplies exceeding \$5,000.00 in total aggregate value upon termination or completion of the project or program and the supplies are not needed for any other SFWIB federally-sponsored project or program, the Contractor shall retain the supplies for use on non-federal sponsored activities or sell them, with prior written approval of the SFWIB, but shall, in either case, compensate the SFWIB for its share of the supplies' value, as determined by a depreciated value. The amount of compensation shall be computed in the same manner as for non-expendable property.

**O. FINANCIAL CLOSEOUT**

The Contractor shall comply with all provisions of the SFWIB's **Financial Closeout Procedures, Exhibit G**, attached hereto and incorporated by reference herein, upon the expiration or termination of this Contract. The Contractor shall complete and submit the Financial Closeout not later than thirty (30) calendar days after the expiration or termination of this Contract. If the Contractor fails to submit the required closeout package and adequate supporting documentation by the specified due date, all costs included in the Financial Closeout may be disallowed by the SFWIB in its sole discretion.

Final line-item budget adjustment(s), by funding stream and function (administrative and programmatic), not including staff incentives shall be allowed to be submitted with the Financial Closeout, only if the variance(s) does not exceed ten percent (10%) of the amount budgeted in the line item and the net effect of the changes, in the total funding is zero.

**Pursuant to the terms of this Contract and in consideration of the total amounts earned and paid to the Contractor for performance, upon submission of the Financial Closeout Package, the Contractor hereby remises, releases, and discharges the SFWIB, its officers, agents, and employees, of and from all liabilities, obligations, claims, and demands whatsoever related to, under or arising from this Contract.**

**The Contractor's submission of the Financial Closeout Package is a complete release and waiver of any and all liability, claims or causes of action that allegedly resulted from engagement of and/or performance under this Contract and acknowledges the SFWIB has fully performed and satisfied any and all of its obligations due under this Contract.**

**P. EXPENDITURE OF PUBLIC FUNDS FOR FOOD, BEVERAGE AND DINING ACTIVITY**

The Contractor shall comply with section 445.007(10), Florida Statutes, and with any policy promulgated in accordance with section 445.007(10) by CareerSource Florida, Inc., and the SFWIB. The Contractor shall not purchase with state or federal funds any food, beverage or dining activity. This prohibition does not affect reimbursements for meals consistent with any SFWIB approved travel policy. State and federal funds may be used to provide food, beverage or dining activities for workforce youth programs (those programs defined as "youth programs" under state or federal law) provided that participants are not reimbursed in excess of the state per diem amounts for the specific meal, or if contracted for by the SFWIB, that such expenditures for all food and beverage per person per meal (including any associated costs such as, but not limited to, sales tax and service) shall not exceed those amounts stated in section 112.061 (6)(b), Florida Statutes.

**Q. EXPENDITURE FOR TRAVEL EXPENSES**

The Contractor shall comply with section 112.061, Florida Statutes, and with any policy promulgated in accordance with 112.061 by Workforce Florida, Inc., and the SFWIB. The statute and related policies contain specific guidelines with respect to authorization to incur travel expenditures, meals while on travel status, per diem allowances, allowed transportation expenditures, lodging, expense reimbursements and the use of travel advances. A copy of the State approved Travel Manual is available upon request and is posted on the DEO website at: [www.floridajobs.org](http://www.floridajobs.org).

**R. SALARY & BONUS LIMITATION**

In compliance with Public Law 114-113, none of the funds appropriated in Public Law 114-113 or prior acts under the heading "Employment and Training" that are available for expenditures shall be used to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under section 101 of Public Law 114-113. **The incurrence of costs and receipt of reimbursements for such costs under this Contract certifies that the Contractor has read and is in compliance with the above-noted special condition. This limitation shall not apply to vendors providing goods and services as defined in 2 CFR Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.**

As established by the Office of Personnel Management and set forth in the Salary Table, Rates of Pay for the Executive Schedule, which can be found at the link below, effective January 2020, Executive Level II salary is \$197,300.00, as:

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2020/executive-senior-level>

The Contractor shall complete and submit on or before **March 1, 2021**, an **Annual ETA Salary Cap Analysis -Certification Form**, as set forth in **Exhibit E, Reporting Requirements**, to SFWIB certifying that the highest paid employees charged to this Contract are within the salary and bonus cap limit. The latest Certification Form can be obtained from the SFWIB's Finance Unit. Along with the Certification Form, copies of IRS W-2 forms and supporting documentation showing that employees are within the cap limit shall be submitted to the SFWIB. If an employee exceeds the ETA annual salary and bonus rate cap, the Contractor must issue a check in the name of the "South Florida Workforce Investment Board" for the amount of unallowable salary and bonus in excess of the cap limit along with supporting documentation indicating the ETA funding streams affected.

**S. UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS**

The Contractor shall comply with 2 CFR Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 78 FR 78590-01 (Dec. 26, 2013), as supplemented by 2 CFR Part 2900 (December 19, 2014).

**T. CONSTRUCTION AND RENOVATION OF FACILITIES USING FEDERAL FUNDS**

The Contractor shall not use federal funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or facility. If any property has been constructed or substantially renovated, through the unlawful use of state or federal funds, the federal government shall be entitled to a lien against said property.

**U. ADMINISTRATIVE PROVISIONS UNDER TITLE I OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT ADMINISTRATIVE RULES, COSTS AND LIMITATIONS**

The Contractor shall comply with the requirements of the Administrative Provisions under Title I of the WIOA Administrative Rules, Costs and Limitations (20 CFR Part 683, Subpart B).

**V. UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND AGREEMENTS WITH INSTITUTIONS OF HIGHER EDUCATION, HOSPITALS, AND OTHER NON-PROFIT ORGANIZATIONS**

The Contractor shall comply with the Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (2 CFR §215).

Contracts for construction or facility improvements must require the recipient to follow its own requirements relating to bid guarantees, performance bonds, and payment bonds unless the contract or sub-contract exceeds \$100,000.00. (2 CFR §215.48).

**END OF ARTICLE IV**

## ARTICLE V

### ASSURANCES AND CERTIFICATIONS

#### **A. COMPLIANCE WITH THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) requires that covered entities have and apply appropriate sanctions against members of their workforce who fail to comply with privacy policies and procedures of the entity or the requirements of 45 CFR § 164.530 (e) (1). Accordingly, it is the intention of the SFWIB to seek to ensure the confidentiality and integrity of consumer or employee Protected Health Information (“PHI”) as required by law, professional ethics, and accreditation or licensure requirements.

Any person or entity that performs or assists the SFWIB with a function or activity involving the use or disclosure of Individually Identifiable Health Information (“IIHI”) and/or PHI shall comply with HIPAA and the Miami-Dade County Privacy Standards Administrative Order (AO 10-11). HIPAA mandates privacy, security and electronic transfer standards which include but are not limited to:

1. Use of information only for performing services required by the Contract or as required by law;
2. Use of appropriate safeguards to prevent unauthorized disclosures;
3. Reporting to the SFWIB of any unauthorized use or disclosure;
4. Assurances that any agents and subcontractors of Contractor agree to the same restrictions and conditions that apply to the Contractor and provide reasonable assurances that IIHI/PHI will be held confidential;
5. Making PHI available to the customer for review and amendment; and incorporating any amendments requested by the customer;
6. Making PHI available to the SFWIB for an accounting of any authorized and unauthorized disclosures; and
7. Making all internal practices, books and records related to PHI available to the SFWIB for compliance audits.

PHI shall be maintained in its protected and confidential status regardless of the form or method of transmission (paper records, and/or electronic transfer of data). The Contractor shall give its customers written notice of its privacy information practices including, specifically, a description of the types of uses and disclosures that may be made with PHI.

Customer and employee PHI shall be regarded as confidential and may not be used or disclosed except to authorized persons for authorized purposes. Access to PHI shall only be permitted for direct customer care, approved administrative or supervisory functions or with approval of the appropriate Contractor staff designated as the Privacy Officer, Executive Director or Human Resource Director of the Contractor.

#### **B. INCORPORATION OF COMPLIANCE WITH SPECIFIC APPROPRIATION 2006 OF THE 2011 GENERAL APPROPRIATIONS ACT PROVISIO AND 2011 APPROPRIATIONS IMPLEMENTING BILL REQUIREMENTS BY REFERENCE**

The requirements of “the Specific Appropriation 2006, and associated proviso, of the 2011 General Appropriation Act, section 445.007, Florida Statutes” set forth in **Attachment 5 (CareerSource Florida State and Local Workforce Development Board Contracting Conflict of Interest Policy)** (as modified in 2012 to comply with the Legislature’s adoption of Chapter 201229, Laws of Florida) attached hereto are incorporated herein by reference and Contractor agrees to comply with the same. The Contractor shall provide a completed **Disclosure and Certification of Conflict of Interest in a Contract, Attachment 9**.

**C. TRAFFICKING VICTIMS PROTECTION ACT OF 2000**

The Contractor shall comply with the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104(g)). The full text of **2 CFR 175.15, Award Term**, is provided as **Attachment 6**.

**D. CERTIFICATION REGARDING LOBBYING - FLORIDA STATUTE**

The Contractor shall comply with the provisions of Sections 11.062 and 216.347, Florida Statutes, which prohibit the expenditure of Contract funds for the purpose of lobbying the Legislature, judicial branch, or a state agency.

**E. BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. §1352)**

Contractors that apply or bid for an award exceeding \$100,000.00 must file the required certification as described in this section. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. The Contractor shall provide a completed **Assurances and Certifications, Attachment 7**, inclusive of the certification required in this section.

**F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 and 12689)**

A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (“SAM”), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The Contractor shall provide a completed **Assurances and Certifications, Attachment 7**, inclusive of the certification required in this section.

**G. GOVERNMENT-WIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE**

The Contractor shall comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 29 CFR part 94. The Contractor shall provide a completed **Assurances and Certifications, Attachment 7**, inclusive of the certification required in this section.

**H. NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

As a condition for the award of financial assistance from the Department of Labor under Title I of WIOA, and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Contractor assures that it has the ability to comply fully with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:

1. Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the bases of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, transgender status and gender identity, gender expression or sex stereotyping) (except as otherwise permitted under title IV of the Education Amendments of 1972), national origin (including limited English Proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the bases of either citizenship status or participation in any WIOA Title I - financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d et seq.), as amended, which prohibits discrimination on the bases of race, color and national origin;

3. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, which prohibits discrimination against qualified individuals with disabilities;
4. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), as amended, which prohibits discrimination on the basis of sex in educational programs;
5. The Age Discrimination Act of 1975 (42 U.S.C. 6101), as amended, which prohibits discrimination on the basis of age;
6. Section 654 of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9849), as amended, which prohibits discrimination on the bases of race, creed, color, national origin, sex, handicapping condition, political affiliation or beliefs;
7. Titles I (42 U.S.C. 12111 et seq.), II (42 U.S.C. 12131 et seq.) and III (42 U.S.C. 12181 et seq.) of the Americans with Disabilities Act of 1990, as amended, which prohibit discrimination on the bases of disability, respectively, by: (a) private employers, state and local governments, employment agencies and labor unions that employ 15 or more employees; (b) state and local government entities (“public entities”) and requires public entities to provide persons with disabilities an equal opportunity to benefit from their programs, services and activities; and (c) places of public accommodations and mandates that places of public accommodations and commercial facilities be designed, constructed, and altered in compliance with specific accessibility standards;
8. Executive Order (“EO”) No. 11246, “Equal Employment Opportunity” as amended by EO No. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor”; and in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 45 CFR Part 80; and Part 92, if applicable;
9. Equal Employment Opportunity in Apprenticeship and Training (29 CFR Part 30); and
10. Chapter 11A of the Code of Miami-Dade County, Florida which, among other things, prohibits discrimination in employment and places of public accommodations on the bases of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, actual or perceived status as a victim of domestic violence, dating violence and stalking, gender identity, gender expression, or sexual orientation.

The Contractor also assures that Contractor will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to Contractor’s operation of the WIOA Title I and TANF – financially assisted program or activity and to all agreements the Contractor makes to carry out the WIOA Title I and TANF – financially assisted program or activity. The Contractor understands the United States has the right to seek judicial enforcement of this assurance. The Contractor shall provide a completed **Assurances and Certifications, Attachment 7**, including the assurances required by this section.

**I. PUBLIC ENTITY CRIMES (SECTION 287.133, FLORIDA STATUTES)**

The Contractor shall comply with the Public Entity Crimes Act, section 287.133, Florida Statutes, and the Contractor certifies that neither it, nor any person or affiliate of Contractor, has been convicted of a Public Entity Crime as defined in section 287.133, Florida Statutes, nor placed on the convicted vendor list. The Contractor understands and agrees that the Contractor is required to inform the SFWIB immediately upon any change of circumstances regarding this status. The Contractor shall provide a completed **Assurances and Certifications, Attachment 7**.

**J. SARBANES-OXLEY ACT OF 2002**

The Contractor assures that it shall comply with the two provisions of the Sarbanes-Oxley Act (“SOX”) that apply to all corporate entities, including non-profit organizations. These two provisions are as follows:

1. It is a crime to alter, cover up, falsify, or destroy any document that may be relevant to an official investigation (SOX, Section 1102, Section 1512 of Title 18, USC).
2. It is illegal for any corporate entity to punish whistleblowers or retaliate against any employee who reports suspected cases of fraud or abuse (SOX, Section 1107, Section 1513 of Title 18, USC).

The Contractor shall provide a completed **Assurances and Certifications, Attachment 7**, inclusive of the assurance required by this section.

**K. ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN) FUNDING RESTRICTIONS ASSURANCE**

As a condition of the Contract, Contractor assures that it will comply fully with the federal funding restrictions pertaining to ACORN and its subsidiaries per the Consolidated Appropriations Act of 2010, Division E, Section 511 (Pub. L. 111-117). The Continuing Appropriation Act, 2011, Section 101 and 103 (Pub. L. 111-242), provides that appropriations made under Pub. L. 111-117 are available under the conditions provided by Pub. L. 111-117.

The Contractor shall require that language of this assurance be included in the documents for all subcontracts at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients and contractors shall provide this assurance accordingly. The Contractor shall provide a completed **Assurances and Certifications, Attachment 7**, inclusive of the assurance required by this section.

**L. SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST, THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN IRAN PETROLEUM ENERGY SECTOR LIST, OR COMPANIES ENGAGED IN BUSINESS OPERATIONS IN CUBA OR SYRIA**

The Contractor shall refrain from any of the prohibited business activities with the Governments of Sudan and Iran as described in section 215.473, Florida Statutes. Pursuant to section 287.135(5), Florida Statutes, the SFWIB may immediately terminate this Contract for cause if the Contractor is found to have submitted a false certification or if the Contractor is placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or is engaged in business operations with Cuba and Syria during the term of the contract. The Contractor shall provide a completed **Assurances and Certifications, Attachment 7**, certifying the Contractor's compliance with this section.

**M. SCRUTINIZED COMPANIES THAT BOYCOTT ISRAEL**

Regardless of the amount of this Contract, the SFWIB may terminate this Contract at any time if the Contractor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a Boycott of Israel as described in section 215.4725, Florida Statutes. The Contractor shall provide a completed **Assurances and Certifications, Attachment 7**, certifying the Contractor's compliance with this section.

**N. DISCRIMINATORY VENDORS**

The Contractor shall disclose to the SFWIB if the Contractor appears on the discriminatory vendor list. An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134, Florida Statutes may not:

1. Submit a bid on a contract to provide any goods or services to a public entity;
2. Submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
3. Submit bids on leases of real property to a public entity; or
4. Be awarded or perform as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; or transact business with any public entity.



The Contractor shall provide a completed **Assurances and Certifications, Attachment 7**, certifying the Contractor's compliance with this section.

**O. CLEAN AIR ACT (42 U.S.C. 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251-1387), AS AMENDED**

If this Contract is for more than \$150,000.00, the Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the federal awarding agency and the regional office of the Environmental Protection Agency (EPA). As applicable, the Contractor shall comply with the Clean Air Act and Federal Water Pollution Control, as amended.

**P. CERTIFICATION REGARDING FLORIDA CLEAN INDOOR AIR ACT**

The purpose of the Florida Clean Indoor Air Act is to protect people from the health hazards of second hand tobacco smoke and to implement the Florida Health initiative in Section 20, Article X of the State Constitution. However, the intent of this legislation is not to inhibit, or otherwise obstruct, medical or scientific research or smoking-cessation programs approved by the Florida Department of Health. The Contractor shall provide a completed **Certification Regarding the Florida Clean Indoor Air Act**.

**Q. ENVIRONMENTAL TOBACCO SMOKE**

In accordance with Part C of P.L. 103-227, the "Pro-Children Act of 1994", smoking is prohibited in any portion of any indoor facility owned or leased or contracted by an entity and used regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by federal programs whether directly or through state or local governments. Federal programs include grants, cooperative agreements, loans, and loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment. The Contractor shall provide a completed **Certification Regarding Environmental Tobacco Smoke**.

**R. CHILD LABOR LAWS**

The Contractor shall comply with all applicable federal, state and local child labor laws in carrying out the terms and conditions of this Contract or modifications hereto.

**S. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS**

Equal Treatment For Faith Based Organizations, 45 CFR 87 prohibits any state or local government receiving funds under any United States Department of Health and Human Services program, or any intermediate organization with the same duties as a governmental entity, from discriminating for or against an organization on the basis of the organization's religious character or affiliation.

Equal Treatment For Faith Based Organizations, 45 CFR 87 prohibits religious organizations from engaging in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance.

Equal Treatment For Faith Based Organizations, 45 CFR 87 prohibits an organization that participates in programs funded by direct financial assistance from the Department, in providing services, from discriminating against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

Any restrictions on the use of grant funds shall apply equally to religious and non-religious organizations.

**T. CHARITABLE CHOICE (45 CFR § 260.34)**

A state or local government in its use of federal TANF or state Maintenance of Effort ("MOE") funds shall

not, in the selection of service providers, discriminate for or against an organization that applies to provide, or provides TANF services or benefits on the basis of the organization's religious character or affiliation. No federal TANF or state MOE funds provided directly to participating organizations may be expended for inherently religious activities, such as worship, religious instruction, or proselytization.

A religious organization that receives federal TANF or state MOE funds shall not, in providing program services or benefits, discriminate against a TANF applicant or recipient on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to actively participate in a religious practice. If an otherwise eligible TANF applicant or recipient objects to the religious character of a TANF service provider, the recipient is entitled to receive services from an alternative provider to which the individual has no religious objection.

If a non-governmental intermediate organization, acting under a contract or other agreement with a state or local government, is given the authority under the contract or agreement to select non-governmental organizations to provide federal TANF or state MOE funded services, the intermediate organization must ensure that there is compliance with the Charitable Choice statutory provisions and these regulations.

**U. VETERANS' PRIORITY PROVISIONS**

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the "Jobs for Veterans Act" (JVA), P.L. 107-288. The JVA provides priority of services to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. To obtain priority service, a person must meet the program's eligibility requirements. 20 CFR Part 1010 provides general guidance on the scope of the veteran's priority statute.

**V. COMPLIANCE WITH ENERGY EFFICIENCY PROVISION**

The Contractor shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

**W. COMPLIANCE WITH SECTION 6002 OF THE SOLID WASTE DISPOSAL ACT, AS AMENDED BY THE RESOURCE CONSERVATION AND RECOVERY ACT FOR THE PROCUREMENT OF RECOVERED MATERIALS.**

The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000.00 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000.00; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. The Contractor shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the RCRA.

**X. ASSURANCES – NON-CONSTRUCTION PROGRAMS**

The Contractor shall provide a completed **Assurances - Non-Construction Programs, Attachment 8**.

**Y. INTERGOVERNMENTAL PERSONNEL ACT**

The Contractor shall comply with the requirements of the Intergovernmental Personnel Act (42 U.S.C. Sec. §4701). The Contractor shall provide a completed **Assurances Non-Construction Programs, Attachment 8**.

**Z. COMPLIANCE WITH THE HATCH ACT**

The Contractor shall comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328),

which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds, if applicable. The Contractor shall provide a completed **Assurances Non-Construction Programs, Attachment 8**.

**AA. DAVIS-BACON ACT, AS AMENDED (40 U.S.C. 3141-3148)**

When required by federal program legislation, all prime construction contracts in excess of \$2,000.00 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The Contractor shall provide a completed **Assurances Non-Construction Programs, Attachment 8**.

**BB. COPELAND ANTI-KICKBACK ACT**

The Contractor shall comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145 and 18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The Contractor shall provide a completed **Assurances Non-Construction Programs, Attachment 8**.

**CC. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. 3701-3708)**

Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000.00 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. The Contractor shall provide a completed **Assurances Non-Construction Programs, Attachment 8**.

**DD. WHISTLEBLOWER'S ACT**

In accordance with section 112.3187(2), Florida Statutes, the Contractor shall not retaliate against an employee for reporting violations of law, rule, or regulation that creates substantial and specific danger to the public's health, safety, or welfare to an appropriate agency. Furthermore, agencies or independent contractors shall not retaliate against any person who discloses information to an appropriate agency alleging improper use of governmental office, gross waste of funds, or any other abuse or gross neglect of duty on the part of an agency, public officer, or employee. The Contractor shall inform its employees that they and other persons may file a complaint with the Office of Chief Inspector General, Agency Inspector General, the Florida Commission of Human Relations or the Whistle-blower's Hotline number at 1-800-543-5353.

**END OF ARTICLE V**

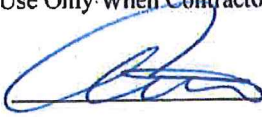
SIGNATORY FORM

THE PARTIES HERETO ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT ON BEHALF OF THE RESPECTIVE PARTIES:

AUTHORIZED SIGNATURES FOR: **Youth Co-Op, Inc.**  
PROGRAM ENTITLED: **"Youth Program: In-School"(Miami-Dade)**  
CONTRACT NUMBER: **WS-YS-ISY-PY'20-05-00**  
CFDA NUMBERS: **WIOA YOUTH: 17.259; TANF: 93.558.**

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

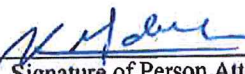
(For Use Only When Contractor Is a Corporation)

1a.  \_\_\_\_\_ 1b. \_\_\_\_\_  
Signature of President or Vice-President

\_\_\_\_\_ 9/23/2020 \_\_\_\_\_  
Date Date

2a. Concepcion \_\_\_\_\_ 2b. \_\_\_\_\_  
Connie Perez-Borroto Typed Name of President or Vice-President

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

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

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

 \_\_\_\_\_ 10/13/2020 \_\_\_\_\_  
Rick Beasley Date  
Executive Director, SFWIB

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**Attachment 2 - Confidentiality Agreement**

**Attachment 3 - Individual Non-Disclosure and Confidentiality Certification Form**

**Attachment 4 - Confidentiality Acknowledgement**

**Attachment 5 - CareerSource Florida State and Local Workforce Development Board Contracting Conflict of Interest Policy**

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**Exhibit A - Statement of Work**

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**AFFIRMATION/ACKNOWLEDGEMENT FORM**

\_\_\_\_\_ affirms and acknowledges that the individuals listed below meet the  
(Name of Contractor)  
 minimum requirements as set forth by SFWIB staffing procedure transmittal available on line  
 ([www.careersourcesfl.com/resources/supportingdocuments/policytransmittals](http://www.careersourcesfl.com/resources/supportingdocuments/policytransmittals)) for the position in which  
 they are being hired for and that a Level 2 Background screening was conducted for the following  
 employees with the employment decision indicated below:

Name of Employee	Confirm Applicant Meets Job Qualifications	Screening Date	Anticipated or Actual Hire Date	Criminal History (Yes/No)

\_\_\_\_\_  
 \*Name and Title of Authorized Representative

\_\_\_\_\_  
 SFWIB Staff

\_\_\_\_\_  
 Signature of Authorized Representative

\_\_\_\_\_  
 Signature of Receiving Representative

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

Background screenings that provide criminal history information on a current or prospective employee, volunteer or subcontracted personnel **must** be submitted to the SFWIB Quality Assurance Supervisor.  
 \* The signatory should be fully and duly authorized to execute agreements on behalf of the Contractor named above.

**CONFIDENTIALITY AGREEMENT**

Department of Economic Opportunity (DEO) policy concerning safeguarding confidential information obtained from applicants, participants, employers and other sources is based on legislative direction and federal and state statutes and rules. These confidential records may include, but not limited to, personal identifying information of program applicants, recipients, or participants such as names, social security numbers, payroll information, employer information and resource and referral information, which are private and confidential under federal and state laws and rules, including 20 Code of Federal Regulations (CRF) 603.9, 45 CRF 205.50, 7 CFR 272.1c, sections 414.295 and 443.1715(1) Florida Statutes (F.S.), and rule 73B-1, Florida Administrative Code (FAC).

Disclosure of this information, including information received electronically, by phone calls or other communication is protected by law. The **Contractor** shall not disclose or allow access to this information unless such action is required and necessary for the performance of official duties pursuant to any contract or agreement awarded to the **Contractor** by South Florida Workforce Investment Board (SFWIB).

In compliance with the requirements of 20 CFR 603.9(b)(v)(A), the **Contractor** agrees to instruct all personnel having access to any disclosed information about the confidentiality requirements of the information, the requirements of 20 CFR 603.9(b), 45 CFR 205.50, 7 CFR 272.1c, sections 414.295 and 443.1715(1), F.S., the potential criminal charges individuals could face if convicted for the willful unauthorized use or disclosure of the information specified in sections 775.082 or 775.083, F.S.; agrees to store and process this information in such a way that unauthorized persons cannot view or obtain the information by any means; and agrees to dispose any confidential information obtained, and any copies thereof made by the **Contractor** or its employees or agents after the purpose for which the information is disclosed is served in accordance with the provisions of 20 CFR 603.9(b)(vi).

By signing this agreement, the **Contractor** agrees to abide by DEO, state and federal statutes, policies and rules described above, and SFWIB policies and procedures, and that the **Contractor** and any of its employees or agents will not release or disclose any confidential information while providing services for SFWIB.

**Confidential Information Certificate**

I have reviewed the foregoing and my signature below indicates I understand the requirements described above and accept responsibility for complying with it.

Youth Co-Op, Inc.

Company Name (type or print)



Authorized Representative signature

9/23/2020

Date

## ASSURANCES AND CERTIFICATIONS

The South Florida Workforce Investment Board (SFWIB) will not award funds where the Respondent (“Contractor”) has failed to accept the ASSURANCES AND CERTIFICATIONS contained in this section. In performing its responsibilities under this agreement, the Contractor hereby certifies and assures that it will fully comply with the following:

- A. **Certification Regarding Debarment, Suspension and Other Responsibility Matters (29 CFR Part 98)**
- B. **Certification Regarding Lobbying (29 CFR Part 93)**
- C. **Certification Regarding Drug-Free Workplace Requirements (29 CFR Part 94)**
- D. **Non-discrimination and Equal Opportunity Assurances (29 CFR Part 38)**
- E. **Certification Regarding Public Entity Crimes (section 287.133, Florida Statutes)**
- F. **Sarbanes-Oxley Act of 2002**
- G. **Association of Community Organizations for Reform Now (ACORN) Funding Restrictions Assurance (Pub. L. 111-117)**
- H. **Scrutinized Companies Lists Certification (section 287.135, Florida Statutes)**
- I. **Discriminatory Vendors (section 287.134, Florida Statutes)**

By signing the agreement, the Contractor is providing the above assurances and certifications as detailed below:

**A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTION**

As required by the regulation implementing Executive Orders No. 12549 and 12689, Debarment and Suspension, 29 CFR 98, the Contractor certifies to the best of the Contractor’s knowledge and belief, to the following:

1. The Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department, agency or subcontractor;
2. The Contractor has not, within a three-year period preceding this application/proposal/contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or agreement under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. The Contractor is not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph A.2 of this certification; and
4. The Contractor has not, within three-year period preceding this application/proposal/contract, had one or more public transactions (federal, state, or local) terminated for cause or default.

The Contractor shall comply with the language of the certification with regards to the Contractor’s subcontractors. The Contractor shall ensure and require the same certification from its subcontractor(s), which shall be forwarded to the SFWIB along with the request to subcontract as required by this solicitation/Contract.

Where the Contractor is unable to certify to any of the statements in this certification, such Contractor shall submit an explanation to the SFWIB attached to this form.

**B. CERTIFICATION REGARDING LOBBYING**

The Contractor certifies, to the best of the Contractor's knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Contractor, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Contractor shall require that the language of this certification be included in the award documents for "all" sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose the same accordingly.

This certification is a material representation of fact upon which reliance was placed when the Contract was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by the Byrd Anti-Lobbying Amendment section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**C. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

The Contractor assures and guarantees that the Contractor shall comply with the federal Drug Free Workplace Act of 1988, its implementing regulations codified at 29 CFR 94, subpart F, and the Drug-Free Workplace Rules established by the Florida Worker's Compensation Commission.

**D. NON-DISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES**

As a condition for the award of financial assistance from the Department of Labor under Title I of the Workforce Innovation and Opportunity Act (WIOA), and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Contractor assures that it has the ability to comply fully with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:

1. Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the bases of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, transgender status and gender identity, gender expression or sex stereotyping) (except as otherwise permitted under Title IV of the Education Amendments of 1972), national origin (including Limited English Proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the bases of either citizenship status or participation in any WIOA Title I - financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d et seq.), as amended, which prohibits discrimination on the bases of race, color and national origin;
3. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, which prohibits discrimination against qualified individuals with disabilities;
4. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), as amended, which prohibits discrimination on the basis of sex in educational programs;
5. The Age Discrimination Act of 1975 (42 U.S.C. 6101), as amended, which prohibits discrimination on the basis of age;
6. Section 654 of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9849), as amended, which prohibits discrimination on the bases of race, creed, color, national origin, sex, handicapping condition, political affiliation or beliefs;
7. Titles I (42 U.S.C. 12111 et seq.), II (42 U.S.C. 12131 et seq.) and III (42 U.S.C. 12181 et seq.) of the Americans with Disabilities Act of 1990, as amended, which prohibit discrimination on the bases of disability, respectively, by: (a) private employers, state and local governments, employment agencies and labor unions that employ 15 or more employees; (b) state and local government entities ("public entities") and requires public entities to provide persons with disabilities an equal opportunity to benefit from their programs, services and activities; and (3) places of public accommodations and

## Attachment 7

mandates that places of public accommodations and commercial facilities be designed, constructed, and altered in compliance with specific accessibility standards;

8. Executive Order (EO) No. 11246, "Equal Employment Opportunity" as amended by EO No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor"; and in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 45 CFR Part 80; and Part 92, if applicable;
9. Equal Employment Opportunity in Apprenticeship and Training (29 CFR Part 30); and
10. Chapter 11A of the Code of Miami-Dade County, Florida which, among other things, prohibits discrimination in employment and places of public accommodations on the bases of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, actual or perceived status as a victim of domestic violence, dating violence and stalking, gender identity, gender expression, or sexual orientation.

The Contractor also assures that Contractor will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to Contractor's operation of the WIOA Title I and TANF – financially assisted program or activity and to all agreements the Contractor makes to carry out the WIOA Title I and TANF – financially assisted program or activity. The Contractor understands the United States has the right to seek judicial enforcement of this assurance.

### E. CERTIFICATION REGARDING PUBLIC ENTITY CRIMES, SECTION 287.133, FLORIDA STATUTES

The Contractor hereby certifies that neither the Contractor, nor any person or affiliate of the Contractor, has been convicted of a Public Entity Crime as defined in section 287.133, Florida Statutes, nor placed on the convicted vendor list.

The Contractor understands and agrees that the Contractor is required to inform the SFWIB immediately upon any change in circumstances regarding this status.

### F. SARBANES-OXLEY ACT OF 2002

It is the policy of the SFWIB to comply with the requirements of the Sarbanes-Oxley Act of 2002, sections 1102 and 1107, set forth by the Act, the United States Code Title 18, sections 1512 and 1513, as amended, and the requirements of the Workforce Board. By signing below, the Contractor assures that the Contractor will comply with the Sarbanes-Oxley Act provisions as set forth below:

#### Provisions of the Act – Title X1 – Corporate Fraud Accountability

**Section 1102 – Tampering with a record or otherwise impeding an official proceeding** – "Whoever corruptly: 1) alters, destroys, mutilates, or conceals a record, document or other object, or attempts to do so, with the intent to impair the object's integrity or availability for use in an official proceeding 2) otherwise obstructs, influences, or impedes any official proceeding, or attempts to do so, shall be fined under this title or imprisoned not more than 20 years, or both".

**Section 1107 – Retaliation against Informants** – "Whoever knowingly, with the intent to retaliate, takes any action harmful to any person, including interference with the lawful employment or livelihood of any person, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any federal offense, shall be fined under this title or imprisoned not more than 10 years, or both".

### G. ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN) FUNDING RESTRICTIONS ASSURANCE (PUB. L. 111-117)

As a condition of a contract, the Contractor assures that the Contractor shall comply fully with the federal funding restrictions pertaining to ACORN and its subsidiaries per the Consolidated Appropriations Act, 2010, Division E, section 511 (Pub. L. 111-117). The Continuing Appropriation Act, 2011, section 101 and 103 (Pub. L. 111-242), provides that appropriations made under Pub. L. 111-117 are available under the conditions provided by Pub. L. 111-117.

### H. SCRUTINIZED COMPANIES LISTS CERTIFICATION, SECTION 287.135, FLORIDA STATUTES

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies, for goods or services over \$1,000,000, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both of which are created pursuant to section 215.473, Florida Statutes, or the Scrutinized Companies that Boycott Israel List or is engaged in a Boycott of Israel as described in section 215.4725, Florida Statutes.

As the person authorized to sign on behalf of the Contractor, I hereby certify that the company identified in the section entitled "Contractor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorneys' fees, and/or costs.

**I. DISCRIMINATORY VENDORS, SECTION 287.134, FLORIDA STATUTES**

The Contractor shall disclose to the SFWIB if the Contractor appears on the discriminatory vendor list. An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134, Florida Statutes may not:

- (a) Submit a bid on a contract to provide any goods or services to a public entity;
- (b) Submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
- (c) Submit bids on leases of real property to a public entity; or
- (d) Be awarded or perform as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; or transact business with any public entity.

**BY SIGNING BELOW, THE CONTRACTOR CERTIFIES AND ASSURES THAT THE CONTRACTOR WILL FULLY COMPLY WITH THE APPLICABLE ASSURANCE OUTLINED IN PARTS A THROUGH I, ABOVE.**

Youth Co-Op, Inc.  
Contractor Name

Concepcion Perez-Borroto, President  
\*Name and Title of Authorized Representative

  
Signature of Authorized Representative

9/23/2020  
Date

\*The signatory should be fully and duly authorized to execute agreements on behalf of the Contractor named above.

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**


**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the Institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.



9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE President
APPLICANT ORGANIZATION Youth Co-Op, Inc.	DATE SUBMITTED 9/23/2020



DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT

I, \_\_\_\_\_, a board member / an employee of the board (circle one) hereby disclose that:

I, myself / my employer / my business / my organization/ OR "Other" (describe) \_\_\_\_\_ (circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource South Florida

Contractor Name & Address: Youth Co-Op, Inc. 5040 NW 7 Street, Suite 300, Miami, FL 33126

Contractor Contact Phone Number: (305)643-6730

Description or Nature of Contract: Youth Services

Description of Financial Benefit\*: \_\_\_\_\_

For purposes of the above contract the following disclosures are made:

The contractor's principals\*\*/owners\*\*\*: (check one)

X have no relative who is a member of the board; OR

\_\_\_\_\_ have a relative who is a member of the board, whose name is: \_\_\_\_\_

The contractor's principals\*\*/owners\*\*\* is X is not (check one) a member of the board. If applicable, the principal's/owner's name is: \_\_\_\_\_

[Handwritten Signature]

Signature of Board Member/Employee

Concepcion Perez-Borroto

Print Name

9/23/2020

Date

\* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

\*\* "Principal" means an owner or high-level management employee with decision-making authority. \*\*\* "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S VOTING TO APPROVE THE CONTRACT; BOARD MEMBERS WHO BENEFIT FINANCIALLY OR WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM THE VOTE, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERCEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, F.S. OR SECTION 101(f), WIOA.



# AFFIDAVIT OF GOOD MORAL CHARACTER

State of Florida

County of Miami-Dade

Before me this day personally appeared Concepcion Perez-Borroto who, being duly sworn, deposes and says:  
(Applicant's/Employee's Name)

As an applicant for employment with, an employee of, a volunteer for, or an applicant to volunteer with Youth Co-Op, Inc., I affirm and attest under penalty of perjury that I meet the moral character requirements for employment, as required by the Florida Statutes and rules, in that:

I have not been arrested with disposition pending or found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction for any of the offenses listed below:

Relating to:

- Section 393.135 sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct
- Section 394.4593 sexual misconduct with certain mental health patients and reporting of such sexual misconduct
- Section 415.111 adult abuse, neglect, or exploitation of aged persons or disabled adults or failure to report of such abuse
- Section 741.28 criminal offenses that constitute domestic violence, whether committed in Florida or another jurisdiction
- Section 777.04 attempts, solicitation, and conspiracy to commit an offense listed in this subsection
- Section 782.04 murder
- Section 782.07 manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
- Section 782.071 vehicular homicide
- Section 782.09 killing an unborn child by injury to the mother
- Chapter 784 assault, battery, and culpable negligence, if the offense was a felony
- Section 784.011 assault, if the victim of offense was a minor
- Section 784.03 battery, if the victim of offense was a minor
- Section 787.01 kidnapping
- Section 787.02 false imprisonment
- Section 787.025 luring or enticing a child
- Section 787.04(2) taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceeding
- Section 787.04(3) carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
- Section 790.115(1) exhibiting firearms or weapons within 1,000 feet of a school
- Section 790.115(2)(b) possessing an electric weapon or device, destructive device, or other weapon on school property
- Section 794.011 sexual battery
- Former Section 794.041 prohibited acts of persons in familial or custodial authority
- Section 794.05 unlawful sexual activity with certain minors
- Chapter 796 prostitution
- Section 798.02 lewd and lascivious behavior
- Chapter 800 lewdness and indecent exposure
- Section 806.01 arson
- Section 810.02 burglary
- Section 810.14 voyeurism, if the offense is a felony
- Section 810.145 video voyeurism, if the offense is a felony
- Chapter 812 theft and/or robbery and related crimes, if a felony offense
- Section 817.563 fraudulent sale of controlled substances, if the offense was a felony
- Section 825.102 abuse, aggravated abuse, or neglect of an elderly person or disabled adult
- Section 825.1025 lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
- Section 825.103 exploitation of disabled adults or elderly persons, if the offense was a felony
- Section 826.04 incest
- Section 827.03 child abuse, aggravated child abuse, or neglect of a child
- Section 827.04 contributing to the delinquency or dependency of a child
- Former Section 827.05 negligent treatment of children
- Section 827.071 sexual performance by a child

**CONTINUED ON NEXT PAGE**

Section 843.01	resisting arrest with violence
Section 843.025	depriving a law enforcement, correctional, or correctional probation officer means of protection or communication
Section 843.12	aiding in an escape
Section 843.13	aiding in the escape of juvenile inmates in correctional institution
Chapter 847	obscene literature
Section 874.05(1)	encouraging or recruiting another to join a criminal gang
Chapter 893	drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor
Section 916.1075	sexual misconduct with certain forensic clients and reporting of such sexual conduct
Section 944.35(3)	inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
Section 944.40	escape
Section 944.46	harboring, concealing, or aiding an escaped prisoner
Section 944.47	introduction of contraband into a correctional facility
Section 985.701	sexual misconduct in juvenile justice programs
Section 985.711	contraband introduced into detention facilities

**THE FOLLOWING APPLIES ONLY TO THOSE APPLICANTS FOR MENTAL HEALTH POSITIONS**

In addition to the Chapter 435, F.S., listed offenses, the following offenses are also applicable for "Mental Health Personnel" screened pursuant to section 394.4572, F.S., defined as "program directors, professional clinicians, staff members, or volunteers working in a public or private mental health program or facility who have direct contact with individuals held for examination or admitted for mental health treatment." **The additional offenses apply only to "Mental Health Personnel" as determined pursuant to Section 408.809, F.S. as listed below**

	<u>Relating to:</u>
Chapter 408	felony offenses contained in Chapter 408
Section 408.8065(3)	offers service or skilled service without valid license when licensure is required, or knowingly files a false or misleading license or license renewal application, or submits false or misleading information related to application
Section 409.920	Medicaid provider fraud
Section 409.9201	Medicaid fraud
Section 777.04	attempts, solicitation, and conspiracy to commit an offense listed in this subsection
Section 817.034	fraudulent acts through mail, wire, radio, electromagnetic, photoelectronic, or photooptical systems
Section 817.234	false and fraudulent insurance claims
Section 817.481	obtaining goods by using a false or expired credit card or other credit device, if the offense was a felony
Section 817.50	fraudulently obtaining goods or services from a health care provider
Section 817.505	patient brokering
Section 817.568	criminal use of personal identification information
Section 817.60	obtaining a credit card through fraudulent means
Section 817.61	fraudulent use of credit cards, if the offense was a felony
Section 831.01	forgery
Section 831.02	uttering forged instruments
Section 831.07	forging bank bills, checks, drafts or promissory notes
Section 831.09	uttering forged bank bills, checks, drafts, or promissory notes
Section 831.30	fraud in obtaining medicinal drugs
Section 831.31	the sale, manufacture, delivery, or possession with the intent to sell, manufacture, deliver any counterfeit controlled substance, if the offense was a felony
Section 895.03	racketeering and collection of unlawful debts
Section 896.101	the Florida Money Laundering Act

I also affirm that I have not been designated as a sexual predator pursuant to s. 775.21, F.S.; a career offender pursuant to s. 775.261, F.S.; or a sexual offender pursuant to s. 943.0435, F.S., unless the requirement to register as a sexual offender has been removed pursuant to s. 943.04354, F.S.

I understand that I must acknowledge the existence of any applicable criminal record relating to the above lists of offenses including those under any similar statute of another jurisdiction, regardless of whether or not those records have been sealed or expunged. Further, I understand that, while employed or volunteering at Youth Co-Op, Inc. in any position that requires background screening as a condition of employment, I must immediately notify my supervisor/employer of any arrest and any changes in my criminal record involving any of the above listed provisions of Florida Statutes or similar

statutes of another jurisdiction whether a misdemeanor or felony. This notice must be made within one business day of such arrest or charge. Failure to do so could be grounds for termination.

I attest that I have read the above carefully and state that my attestation here is true and correct that **my record does not contain any of the above listed offenses**. I understand, under penalty of perjury, all employees in such positions of trust or responsibility shall attest to meeting the requirements for qualifying for employment and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses. I also understand that it is my responsibility to obtain clarification on anything contained in this affidavit which I do not understand prior to signing. I am aware that any omissions, falsifications, misstatements or misrepresentations may disqualify me from employment consideration and, if I am hired, may be grounds for termination or denial of an exemption at a later date.

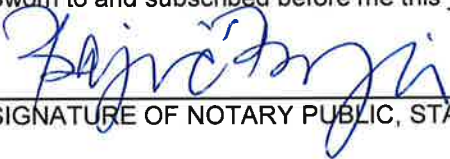
SIGNATURE OF AFFIANT: 

### Sign Above OR Below, DO NOT Sign Both Lines

To the best of my knowledge and belief, **my record contains one or more of the applicable disqualifying acts or offenses listed above**. I have placed a check mark by the offense(s) contained in my record. (If you have previously been granted an exemption for this disqualifying offense, please attach a copy of the letter granting such exemption.) (Please circle the number which corresponds to the offense(s) contained in your record.)

SIGNATURE OF AFFIANT: \_\_\_\_\_

Sworn to and subscribed before me this 23<sup>rd</sup> day of September, 2020.

  
SIGNATURE OF NOTARY PUBLIC, STATE OF FLORIDA

(Print, Type, or Stamp Commissioned Name of Notary Public) JAN BAJIC

(Check one)  
 Affiant personally known to notary

OR

Affiant produced identification  
Type of identification produced: \_\_\_\_\_



**CODE OF BUSINESS ETHICS AFFIDAVIT**

Code of Miami-Dade County Section 2-8.1(i)

I, being duly sworn, hereby state and certify that this firm has adopted a Code of Business Ethics that is fully compliant with the requirements of Section 2-8.1(i) of the Code of Miami-Dade County, as amended. I further acknowledge that failure to comply with the adopted Code of Business Ethics shall render any contract with Miami-Dade County voidable, and subject this firm to debarment from County work pursuant to Section 10-38(h)(2) of the Code of Miami-Dade County, as amended. I further acknowledge that failure to submit this affidavit shall render this firm ineligible for contract award.

By: [Signature] \_\_\_\_\_ Date 9/23 2020  
Signature of Affiant Date

Concepcion Perez Borroto, President 2 / 3 - 7 / 3 / 2 / 0 / 3 / 5 / 1 /  
Printed Name of Affiant and Title Federal Employer Identification Number

Youth Co-Op, Inc.  
Printed Name of Firm

5040 NW 7 Street, Suite 300, Miami, FL 33126  
Address of Firm

**SUBSCRIBED AND SWORN TO** (or affirmed) before me this 23<sup>rd</sup> day of September, 2020

He/She is personally known to me or has presented \_\_\_\_\_ as identification.  
Type of identification

[Signature] \_\_\_\_\_  
Signature of Notary Serial Number

\_\_\_\_\_  
Print or Stamp Name of Notary Expiration Date

Notary Public – State of \_\_\_\_\_



Notary Seal

**Individual Non-Disclosure and Confidentiality Certification Form**

I understand that I will or may be exposed to certain confidential information, including but not limited to, personal identifying information of individuals who receive public assistance, employment and unemployment insurance records maintained by the Department of Economic Opportunity (Department or DEO) made available to my employer, for the limited purpose of performing its official public duties pursuant to a Contract for Services and Non-Disclosure and Confidentiality Certification agreement.

These confidential records may include the name (or other personally identifiable information), social security numbers, wage, unemployment and employment data and public assistance information which are protected under federal and state law. Such information is confidential and may not be disclosed to others. In order to perform my public duties associated with the program requirements set forth under contract or agreement, I understand that I may be granted access to confidential data managed and controlled by entities that are not party to this agreement. Prior to receiving access to such systems, I acknowledge and agree to abide by the following standards:

1. I will comply with all security requirements imposed as a condition of use for any system(s) to which I may be granted access.
2. I will use access to the systems only for purposes authorized by law to secure information to conduct official program business consistent with my official public duties.
3. I will not disclose my user identification, password, or other information needed to access the systems to any party nor shall I give any other individual access to information secured.
4. If I become aware that any unauthorized individual has or may have obtained access to my user identification, password, or other information needed to access systems to which I have been granted access, I will immediately notify the South Florida Workforce Investment Board's (SFWIB) Security Officer.
5. I will store any disclosed confidential information in a place physically secure from access by unauthorized persons.
6. I will store and process disclosed information maintained in electronic format, such as magnetic tapes or discs, in such a way that unauthorized persons cannot obtain the information by any means.
7. I will undertake precautions to ensure that only authorized personnel are given access to disclosed information stored in computer systems.
8. I will not share with anyone any other information regarding access to the systems unless I am specifically authorized by the SFWIB.
9. I will not access or request access to any social security numbers, personal information, wage, employer, unemployment or employment data unless such access is necessary for the performance of my official duties.

10. I will not disclose any individual data to any parties who are not authorized to receive such data except in the form of reports containing only aggregate statistical information compiled in such a manner that it cannot be used to identify the individual(s) or employers involved.
11. I will retain the confidential data only for that period of time necessary to perform my public duties. Thereafter, I will either arrange for the retention of such information consistent with federal or state record retention requirements or destroy such data, and any copies made, after the purpose for which the information is disclosed is served in such a way to prevent the information from being reconstructed, copied, or used by any means.
12. I certify or affirm I have received training on the confidential nature of the data to which I am being granted access to, the safeguards required for access privileges, and the penalties involved for any violations or have received written standards and instructions in the handling of confidential data from my employer, the Department or SFWIB. I will comply with all confidentiality safeguards contained in such training, written standards, or instructions, including but not limited to, the following: a) protecting the confidentiality of my user identification and password; b) securing computer equipment, disks, and offices in which confidential data may be kept; and c) following procedures for the timely destruction or deletion of confidential data.
13. I understand that if I violate any of the confidentiality provisions set forth in the written standards, training, and/or instructions I have received, my user privileges may be immediately suspended or terminated. I also understand that applicable state and/or federal law may provide that any individual who discloses confidential information in violation of any provision of that section may be subject to criminal prosecution and if found guilty could be fined, be subject to imprisonment and dismissal from employment. I have been instructed that if I should violate the provisions of the law, I may receive one or more of these penalties.

Should I have any questions concerning the handling or disclosure of confidential information, I shall immediately ask my supervisor or SFWIB security officer for guidance and comply with their instructions.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Employee Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_



**CONFIDENTIALITY ACKNOWLEDGEMENT**

As a representative of \_\_\_\_\_ (Contractor’s Name) providing services to the **South Florida Workforce Investment Board (SFWIB)** under contract number \_\_\_\_\_ for the purpose of provision of Workforce Services, I understand that I may have access confidential Reemployment Assistance (RA) information in meeting contractual obligations. By signing this form, I acknowledge that I will adhere to the State of Florida’s RA confidentiality provisions specified in section 443.1715, Florida Statutes (F.S.) and 20 Code of Federal Regulations (CFR) Part 603.9. I understand that any individual that receives confidential Florida RA information who violates the provisions of the Florida statutes stated above commits a misdemeanor of the second degree, punishable as provided in sections 775.082 or 775.083, F.S.

In complying with these provisions, I further acknowledge the following:

1. I have been instructed on the confidentiality of the Florida RA information for which I may be exposed and the confidentiality requirements specified in section 443.1715, F.S.
2. I acknowledge, understand, or affirm I shall only use confidential RA information gathered, used, or seen for the limited purposes specified in the statement of work of contract: \_\_\_\_\_ or as otherwise authorized by law in order to perform my official duties required by the contract and shall not use such information for any other purpose.
3. I acknowledge, understand, or affirm that confidential RA information may only be disclosed in accordance with the provisions of section 443.1715, F.S.
4. I acknowledge, understand, or affirm that confidential RA information shall be stored in a place physically secure from access by unauthorized persons.
5. I acknowledge, understand, or affirm that confidential RA information in electronic format, such as magnetic tapes or discs should be stored and processed in such a way that unauthorized persons cannot retrieve the information by means of computers, remote terminals or other means.
6. I acknowledge, understand, or affirm that I must take precautions to ensure that only authorized personnel are given access to confidential RA information.
7. I acknowledge and understand that making a false representation in order to obtain a social security number in violation of section 119.0721, Florida Statutes, commits a felony of the third degree, punishable as provided in section 775.082 or section 775.083, Florida Statutes.

I hereby certify that I have read and understand this acknowledgment and I have received any necessary clarification from my supervisor. I also understand that any violation of these laws or requirements may result in disciplinary action(s) by my supervisor and/or criminal prosecution.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Representative

\_\_\_\_\_  
Printed Name of Company



## **STATE AND LOCAL WORKFORCE DEVELOPMENT BOARD CONTRACTING CONFLICT OF INTEREST POLICY**

### **BACKGROUND**

The following policy was established in accordance with proviso language for Specific Appropriation 2214 of the 2010 General Appropriations Act and the 2010 Appropriations Implementation Bill and continued in accordance with Specific Appropriation 2006 of the 2011 General Appropriations Act.

The proviso language for Specific Appropriation 2006 prohibited the use of state or federal funds by a regional workforce board “for any contract exceeding \$25,000 between a regional workforce board] and a member of that board that has any relationship with the contracting vendor, unless the contract has been reviewed by the Agency for Workforce Innovation and [CareerSource Florida, Inc. (CSF)]” The proviso language was incorporated into and made a part of this policy.

This policy was modified in 2011 to prohibit a contract between local workforce development boards (local) and their board members or other persons or entities that may benefit financially from a contract (as defined in paragraph I(g) below), providing four exemptions to the prohibition to allow the workforce boards to provide statutorily-mandated services.

This policy was again modified in 2012 to comply with the Legislature’s adoption of Chapter 201229, Laws of Florida, requiring contracts under \$25,000 to be reported to CSF and requiring that contracts with relatives of workforce board employees be approved by a two-thirds vote and go through the review and approval process.

The policy currently complies with section 445.007(1) and (11), Florida Statutes.

### **POLICY**

#### **I) Definitions**

For the purposes of this policy, the following definitions apply:

- a) “Board” means one of Florida’s 24 local boards or CSF.
- b) “Contract” means a written agreement funded by state or federal funds, to which a local board or CSF is one of the parties. It includes the initial contract and all amendments, renewals or extensions. For the purposes of this policy, “contract” includes the proposed contract. This term does not include:

- i) Retail purchases for which no written contract is executed;
  - ii) The purchase of utility services for use by a board;
  - iii) Staff employment contracts (other than contracts with members of a board or relatives of board members); and,
  - iv) Membership fees and sponsorships to professional organizations.
- c) "Entire board" means the complete membership of the board at the time a contract is submitted to a vote. It includes board members who have a relationship with the contracting vendor and who therefore must abstain on the vote on the contract. Membership of the board includes non-voting members.
- d) "Quorum" means that minimum number of members of the board required to be present for the board to transact business as established by the board's bylaws (or, in the absence of bylaws, as has otherwise been established by the board.)
- e) "When a quorum has been established" means the contemporaneous meeting of a sufficient number of members to constitute a quorum, in person and/or through accepted electronic means.
- f) "has any relationship with the contracting vendor" means the member is an owner or a principal of the vendor, or a principal of the vendor has retained the member, or the parent organization or subsidiary of a corporate principal of the vendor has retained the member or a member's known relative or member's business associate is an owner of the vendor. For purposes of this policy, vendor, contractor and sub recipient are the same.
- g) "benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal who retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal who retains the member or the special private financial gain to any member's relative or business associate or to a board employee or a board employee's relative and such benefit is not remote or speculative. "Personally benefit financially" means a special private financial gain to a member only.
- h) "Owner" means any ownership interest in a privately owned contracting entity or a majority interest in a publicly held contracting entity.
- i) "Principal of a contractor" means an owner or high-level management employee with decision-making authority.

- j) "Employee" means a person employed full-time by a local board working in a managerial or supervisory capacity or who has direct contract management or direct fiscal involvement with the contract being voted on by a board.
- k) "Relative" is defined as "father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law." Section 12.3143(1)(c), Florida Statutes.
- l) "Utility services" include telephone, cable, electricity, water, gas, waste and sewage services, and other similar services.
- m) "Federal, state or other governmental workforce programs" means Incumbent Worker Training (section.445.003(3)(a)(3), F.S.), Quick Response Training (Section 288.047, Florida Statutes), Employed Worker Training, On the Job Training, customized training and other career center training provider services.

## **II) Prohibition Against a Board Contracting with its Board Members**

No board (CSF or a local board) shall enter into a contract with its board members, with organizations represented by its board members or with entities in which its board members have a relationship with the contracting vendor.

At a board's discretion, the following may be exempted from the above paragraph:

- a) A contract with an agency (as defined in section 112.312(2), Florida Statutes, including, but not limited to, those statutorily required to be board members) when said agency is represented by a board member and said member does not personally benefit financially from such contracts.
- b) A contract with a board member or a vendor (when a board member has any relationship with the contracting vendor) in which the contract relates to that member's appointment to the board under section 107(a)(2), Public Law 113-128, Workforce Innovation and Opportunity Act of 2014 (WIOA).
- c) A contract with a board member receiving a grant for workforce services under federal, state or other governmental workforce programs.
- d) A contract between a board and a board member which is not exempted under paragraphs II(a), II(b) or II(c) in which the board documents exceptional circumstances and/or need and the board member does not personally benefit financially from the contract. Based upon criteria developed by CSF, DEO shall review the board's documentation and assure compliance.
- e) Each contract that is exempted from the general prohibition in paragraph II must meet the requirements set forth in paragraph III below, including, but not limited to, the

requirements of the criteria established in the “conflict of interest” provisions under section 101(f), Workforce Innovation and Opportunity Act of 2014. However, since section 445.007(11), FS requires CSF to perform the review and approval process pertaining to local board contracts, CSF contracts shall not be subject those provisions of this policy pertaining to review and approval processes.

### **III) Requirements of Section 445.007, Florida Statutes**

A board must comply with all requirements of section 445.007, Florida Statutes, prior to contracting with a board member or other person or entity who could benefit financially from a contract (as defined in paragraph I(g) above). These requirements are:

- a) All contracts between a board and a board member or other person or entity who may benefit financially from a contract (as defined in paragraph I(g) above) must be approved by a two-thirds vote of the board when a quorum has been established and the approval of such contracts shall not be delegated to staff or committees.
- b) The fact that a board member or other person or entity could benefit financially from a contract (as defined in paragraph I(g) above) must be disclosed in a board meeting and must be recorded in the minutes of said meeting before a vote is taken. The board member’s absence from the meeting does not relieve the board from the disclosure and two-thirds vote requirements. All other known conflicts must be disclosed before a vote can take place. If a board member or employee discovers a conflict of interest after the vote, then the conflict must be disclosed in a procedure consistent with section 112.3143(4)(b), Florida Statutes. Board members who could benefit financially from the contract or who have any relationship with the contracting vendor (as defined in paragraph I(f) above) must abstain from voting on the contract. A board member’s designee cannot vote in the place of a board member who is required to abstain.
- c) Board contracts equal to or greater than \$25,000 shall not be executed prior to the written approval of CSF.
- d) A board must submit all contracts equal to or greater than \$25,000 with board members or other persons or entities who could benefit financially from the contract to DEO along with documentation, as specified by this policy, demonstrating compliance with section 445.007, Florida Statutes.
- e) A contract of less than \$25,000 between a local board and a member of that board or between a relative of a board member or of an employee of the board is not required to have the prior approval of CSF, but must be approved by a two-thirds vote of the board, once a quorum is established and after full disclosure, with the member’s abstention and must be reported to DEO and CSF within 30 days after approval.

- f) Contracts with a board member or other persons or entities who could benefit financially from the contract (as defined in paragraph I(g) above) in which the board will receive monies or other compensation (such as a board member paying rent to the board or paying for board services) are exempt from this policy.
- g) The term “contract” includes the initial contract and all amendments, renewals, or extensions. Renewals or extensions of contracts with a board member or persons or entities who could benefit financially from said contract must be approved under the same procedure as original contracts. Any amendments to a contract that could benefit financially a board member or another person or entity (as defined in paragraph I(g) above) must be approved under the same procedure as if the amendment were an original contract. Any amendments that do not benefit financially a board member or other person or entity (as defined in paragraph I(g) above) may be approved by a regular majority vote when there is a quorum according to board rules and/or bylaws.
- h) All other requirements of section 445.007, Florida Statutes, must be met. For example, a board member must continue to disclose any conflict of interest in a manner that is consistent with the procedures outlined in section [112.3143, Florida Statutes](#).
- i) To comply with the requirements of section 445.007, Florida Statutes, a board’s policy shall advise and require board employees to disclose known conflicts of interest and notify the board of any contracts which may benefit them personally or their relatives. To comply with the requirements of section 445.007, Florida Statutes, a board’s policy shall advise and require all parties to a contract to disclose all known conflicts of interest and notify the board of all board members or other persons or entities known to benefit financially from the contract (as defined in paragraph I(g) above).
- j) A contract that is initially subject to the requirements of section 445.007, Florida Statutes, due to a board member’s, an employee’s, an employee’s relative’s, or another person’s or an entity’s conflicts of interest at the time of approving the contract is not subject to these procedures after the departure of the member from the board membership, the departure of the employee from the board’s employment or other actions have removed the conflicts of interest.
- k) The above requirements do not eliminate or diminish a board’s obligations to comply with the “conflict of interest” provisions under section 101(f), Public Law 113–128, (WIOA).

#### **IV) Review Criteria**

Contracts equal to or greater than \$25,000 with a board member or other person or entity who could benefit financially from the contract (as defined in paragraph I(g) above) must be reviewed by DEO to ensure that these requirements have been met:

- a) The contract met one or more of the exemptions to the prohibition under paragraph II;
- b) The board approved the contract with a two-thirds vote when a quorum was established;
- c) Board members who could benefit financially from the contract or board members who have any relationship with the contracting vendor disclosed any such conflicts prior to the board vote on the contract; and,
- d) Board members who could benefit financially from the contract or board members who have any relationship with the contracting vendor abstained from voting.

**V) Required Documentation**

For each contract equal to or greater than \$25,000, a board must electronically submit, after the board's approval of the contract, a completed contract information form certified by the board chair or vice chair as correct and true to [WorkforceContract.Review@deo.myflorida.com](mailto:WorkforceContract.Review@deo.myflorida.com) containing the following information:

- a) Identification of all parties to the contract;
- b) Description of goods and services to be procured;
- c) Value of the contract, contract renewal or contract extension;
- d) Contract term including starting date and ending date;
- e) Contract number or identifying information, if any;
- f) Identification of board member or employee whose conflict of interest required the board's approval of the contract by a two-thirds vote;
- g) The nature of the conflict of interest in the contract;
- h) A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting and, for those in attendance, the affirmative and negative votes and abstentions for each member;
- i) Dated and executed conflict of interest forms, which are consistent with the procedures outlined in section 112.3143, Florida Statutes, submitted at or before the board meeting in which the vote took place, for board members who have any relationship with the contracting vendor (as defined in paragraph I(f) above); and,

- j) Other information as specified on the contract information form.

DEO and CSF will review this documentation to ensure compliance with the statutory requirements listed in paragraph III above. Failure to timely provide all required documentation or failure to complete the form shall result in immediate disapproval of the contract and require resubmission of documentation and form. DEO will electronically submit in writing to CSF, within five (5) business days of receiving all of the required documentation, its recommendation of whether the statutory requirements were met. CSF will then electronically transmit in writing within three (3) business days after receipt of DEO's written recommendation its approval or disapproval.

The board may not execute the contract until CSF approves the contract. However, the contract must be executed and performance begun within a reasonable time following approval. Seeking "blanket" approval for potential future contracts with board members is not within the spirit of the policy and all such attempts shall be denied.

#### **VI) Request for Review When Contract Approval Is Denied**

A party to the contract may request a review of CSF's disapproval of a contract. Strict compliance with the following procedures is required:

- a) The request for review must be in writing, must state specific grounds for review and must provide all information required for review of the stated grounds. Failure to state specific grounds may be cause for denial of the request without further review.
- b) The request for review must be received by CSF not later than ten (10) calendar days from the date of CSF's denial. The request may be submitted electronically to CSF's administrative entity for contract review, the Department of Economic Opportunity (DEO), through the email address [WorkforceContract.Review@deo.myflorida.com](mailto:WorkforceContract.Review@deo.myflorida.com) or directly to CSF by any other means of delivery, i.e. mail service, hand delivery, facsimile. etc.. Any request for review that is not received by CSF or DEO within this timeframe will be rejected without further consideration.
- c) Within seven (7) calendar days of receipt, the CSF President or designee will issue a final decision on the request for review. The Chair of the CSF Board of Directors or its Board of Directors may direct the President to present such reviews to the Executive Committee. No review under this policy will be presented to the CSF Board of Directors unless, at the discretion of the Chair, such full board review is deemed to be necessary.

#### **VII) Effective Dates of Policy**

- a) These modifications shall be in effect upon CSF's adoption at its May 17, 2017, Board of Directors meeting.



**Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104(g))**  
**2 CFR § 175.15, Award Term**

**I. Trafficking in persons.**

***a. Provisions applicable to a recipient that is a private entity.***

1. You as the recipient, your employees, sub-recipients under this award, and sub-recipients' employees may not--
  - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
  - ii. Procure a commercial sex act during the period of time that the award is in effect; or
  - iii. Use forced labor in the performance of the award or sub-awards under the award.
2. The Department of Labor, Federal awarding agency, may unilaterally terminate this award, without penalty, if you or a sub-recipient that is a private entity—
  - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
  - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
    - A. Associated with performance under this award; or
    - B. Imputed to you or the sub-recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement),” as implemented by our agency at 2 CFR part 376.

***b. Provisions applicable to a recipient other than a private entity. The Department of Labor may unilaterally terminate this award, without penalty, if a sub-recipient that is a private entity--***

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either--
  - i. Associated with performance under this award; or
  - ii. Imputed to the sub-recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement),” as implemented by our agency at 2 CFR part 376.

*c. Provisions applicable to any recipient.*

1. You must inform the Department of Labor immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally, which is described in paragraph a.2 or b of this section:
  - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and
  - ii. Is in addition to all other remedies for noncompliance that are available to the Department of Labor under this award.
3. You must include the requirements of paragraph a.1 of this award term in any sub-award you make to a private entity.

*d. Definitions.* For purposes of this award term:

1. “Employee” means either:
  - i. An individual employed by you or a sub-recipient who is engaged in the performance of the project or program under this award; or
  - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subsection to involuntary servitude, peonage, debt bondage, or slavery.
3. “Private entity”:
  - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR § 175.25.
  - ii. Includes:
    - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than on included in the definition of Indian tribe at 2 CFR § 175.25(b).
    - B. A for-profit organization.
4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).



# AFFIDAVIT OF GOOD MORAL CHARACTER

State of Florida

County of \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_ who, being duly sworn, deposes and says:  
(Applicant's/Employee's Name)

As an applicant for employment with, an employee of, a volunteer for, or an applicant to volunteer with \_\_\_\_\_, I affirm and attest under penalty of perjury that I meet the moral character requirements for employment, as required by the Florida Statutes and rules, in that:

I have not been arrested with disposition pending or found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction for any of the offenses listed below:

Relating to:

- Section 393.135 sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct
- Section 394.4593 sexual misconduct with certain mental health patients and reporting of such sexual misconduct
- Section 415.111 adult abuse, neglect, or exploitation of aged persons or disabled adults or failure to report of such abuse
- Section 741.28 criminal offenses that constitute domestic violence, whether committed in Florida or another jurisdiction
- Section 777.04 attempts, solicitation, and conspiracy to commit an offense listed in this subsection
- Section 782.04 murder
- Section 782.07 manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
- Section 782.071 vehicular homicide
- Section 782.09 killing an unborn child by injury to the mother
- Chapter 784 assault, battery, and culpable negligence, if the offense was a felony
- Section 784.011 assault, if the victim of offense was a minor
- Section 784.03 battery, if the victim of offense was a minor
- Section 787.01 kidnapping
- Section 787.02 false imprisonment
- Section 787.025 luring or enticing a child
- Section 787.04(2) taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceeding
- Section 787.04(3) carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
- Section 790.115(1) exhibiting firearms or weapons within 1,000 feet of a school
- Section 790.115(2)(b) possessing an electric weapon or device, destructive device, or other weapon on school property
- Section 794.011 sexual battery
- Former Section 794.041 prohibited acts of persons in familial or custodial authority
- Section 794.05 unlawful sexual activity with certain minors
- Chapter 796 prostitution
- Section 798.02 lewd and lascivious behavior
- Chapter 800 lewdness and indecent exposure
- Section 806.01 arson
- Section 810.02 burglary
- Section 810.14 voyeurism, if the offense is a felony
- Section 810.145 video voyeurism, if the offense is a felony
- Chapter 812 theft and/or robbery and related crimes, if a felony offense
- Section 817.563 fraudulent sale of controlled substances, if the offense was a felony
- Section 825.102 abuse, aggravated abuse, or neglect of an elderly person or disabled adult
- Section 825.1025 lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
- Section 825.103 exploitation of disabled adults or elderly persons, if the offense was a felony
- Section 826.04 incest
- Section 827.03 child abuse, aggravated child abuse, or neglect of a child
- Section 827.04 contributing to the delinquency or dependency of a child
- Former Section 827.05 negligent treatment of children
- Section 827.071 sexual performance by a child

**CONTINUED ON NEXT PAGE**

Section 843.01	resisting arrest with violence
Section 843.025	depriving a law enforcement, correctional, or correctional probation officer means of protection or communication
Section 843.12	aiding in an escape
Section 843.13	aiding in the escape of juvenile inmates in correctional institution
Chapter 847	obscene literature
Section 874.05(1)	encouraging or recruiting another to join a criminal gang
Chapter 893	drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor
Section 916.1075	sexual misconduct with certain forensic clients and reporting of such sexual conduct
Section 944.35(3)	inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
Section 944.40	escape
Section 944.46	harboring, concealing, or aiding an escaped prisoner
Section 944.47	introduction of contraband into a correctional facility
Section 985.701	sexual misconduct in juvenile justice programs
Section 985.711	contraband introduced into detention facilities

**THE FOLLOWING APPLIES ONLY TO THOSE APPLICANTS FOR MENTAL HEALTH POSITIONS**

In addition to the Chapter 435, F.S., listed offenses, the following offenses are also applicable for “Mental Health Personnel” screened pursuant to section 394.4572, F.S., defined as “program directors, professional clinicians, staff members, or volunteers working in a public or private mental health program or facility who have direct contact with individuals held for examination or admitted for mental health treatment.” **The additional offenses apply only to “Mental Health Personnel” as determined pursuant to Section 408.809, F.S. as listed below**

	<u>Relating to:</u>
Chapter 408	felony offenses contained in Chapter 408
Section 408.8065(3)	offers service or skilled service without valid license when licensure is required, or knowingly files a false or misleading license or license renewal application, or submits false or misleading information related to application
Section 409.920	Medicaid provider fraud
Section 409.9201	Medicaid fraud
Section 777.04	attempts, solicitation, and conspiracy to commit an offense listed in this subsection
Section 817.034	fraudulent acts through mail, wire, radio, electromagnetic, photoelectronic, or photooptical systems
Section 817.234	false and fraudulent insurance claims
Section 817.481	obtaining goods by using a false or expired credit card or other credit device, if the offense was a felony
Section 817.50	fraudulently obtaining goods or services from a health care provider
Section 817.505	patient brokering
Section 817.568	criminal use of personal identification information
Section 817.60	obtaining a credit card through fraudulent means
Section 817.61	fraudulent use of credit cards, if the offense was a felony
Section 831.01	forgery
Section 831.02	uttering forged instruments
Section 831.07	forging bank bills, checks, drafts or promissory notes
Section 831.09	uttering forged bank bills, checks, drafts, or promissory notes
Section 831.30	fraud in obtaining medicinal drugs
Section 831.31	the sale, manufacture, delivery, or possession with the intent to sell, manufacture, deliver any counterfeit controlled substance, if the offense was a felony
Section 895.03	racketeering and collection of unlawful debts
Section 896.101	the Florida Money Laundering Act

I also affirm that I have not been designated as a sexual predator pursuant to s. 775.21, F.S.; a career offender pursuant to s. 775.261, F.S.; or a sexual offender pursuant to s. 943.0435, F.S., unless the requirement to register as a sexual offender has been removed pursuant to s. 943.04354, F.S.

I understand that I must acknowledge the existence of any applicable criminal record relating to the above lists of offenses including those under any similar statute of another jurisdiction, regardless of whether or not those records have been sealed or expunged. Further, I understand that, while employed or volunteering at \_\_\_\_\_ in any position that requires background screening as a condition of employment, I must immediately notify my supervisor/employer of any arrest and any changes in my criminal record involving any of the above listed provisions of Florida Statutes or similar

statutes of another jurisdiction whether a misdemeanor or felony. This notice must be made within one business day of such arrest or charge. Failure to do so could be grounds for termination.

I attest that I have read the above carefully and state that my attestation here is true and correct that **my record does not contain any of the above listed offenses**. I understand, under penalty of perjury, all employees in such positions of trust or responsibility shall attest to meeting the requirements for qualifying for employment and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses. I also understand that it is my responsibility to obtain clarification on anything contained in this affidavit which I do not understand prior to signing. I am aware that any omissions, falsifications, misstatements or misrepresentations may disqualify me from employment consideration and, if I am hired, may be grounds for termination or denial of an exemption at a later date.

SIGNATURE OF AFFIANT: \_\_\_\_\_

### Sign Above OR Below, DO NOT Sign Both Lines

To the best of my knowledge and belief, **my record contains one or more of the applicable disqualifying acts or offenses listed above. I have placed a check mark by the offense(s) contained in my record.** (If you have previously been granted an exemption for this disqualifying offense, please attach a copy of the letter granting such exemption.) (Please circle the number which corresponds to the offense(s) contained in your record.)

SIGNATURE OF AFFIANT: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC, STATE OF FLORIDA

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

(Check one)

Affiant personally known to notary

OR

Affiant produced identification

Type of identification produced: \_\_\_\_\_

**STATEMENT OF WORK  
YOUTH CO-OP, INC. (MIAMI-DADE)  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)  
In-School Youth Program  
JULY 1, 2020 – JUNE 30, 2021**

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, 2020, through June 30, 2021**.

**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, 2020 – June 30, 2021
- Summer Activities: July 1, 2020 – August 31, 2020
- Summer Activities: June 1, 2021 – June 30, 2021

**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 **670** ISY including number of new enrollments and carryovers\*;
2. Enroll new ISY for PY'2020-2021;
  - The contractor shall enroll **207** youth by March 31, 2021.
  - If the Contractor enrolls less than 90% of the enrollment requirement (less than **186**), a deduction or chargeback to expenditures already paid will be collected based upon the following calculation: \$3,000.00 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, 2020, and remain active as of July 1, 2020, 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 147<sup>th</sup> Terrace; Miami, Florida 33176**
2. **Hialeah Senior High School: 251 E. 447<sup>th</sup> Street; Hialeah, Florida 33013**
3. **Homestead Senior High School: 2351 SE 12<sup>th</sup> Avenue; Homestead, Florida 33035**
4. **Miami Southridge Senior High School: 19355 SW 114<sup>th</sup> Avenue; Miami, Florida 33157**
5. **South Dade Senior High School: 28401 SW 167<sup>th</sup> 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 PROGRAM**

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

**INTENTIONALLY LEFT BLANK**

**STATEMENT OF WORK  
YOUTH CO-OP, INC. (MIAMI-DADE)  
CAREERSOURCE TECHHIRE SUMMER BOOT CAMP  
IN-SCHOOL YOUTH PROGRAM  
PY'20-21**

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 Clutch Enterprises LLC;
- Compu-Design USA Inc.; or
- Florida Vocational Institute, Corp.

The Contractor shall:

A. For the **CSSF TechHire Summer Boot Camp** period of June 1, 2021-August 30, 2021 issue up to the number of youth assigned by the SFWIB (by zip code) at \$500.00 through the WFMS. The amount for the stipend is as follows:

- Training Completion and Credential: \$500.00 when the youth 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. Serve the number of assigned participants by zip code 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 1, 2021-August 30, 2021.

C. 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 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)

**STATEMENT OF WORK  
YOUTH CO-OP, INC. (MIAMI-DADE)  
TECHHIRE INTERNSHIP SUMMER PROGRAM  
PY'20-21**

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 2020. 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 is a continuation of the program that began on June 10, 2021. The Contractor shall continue providing services beginning July 1, 2021 through August 30, 2021.

## 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 including hours worked from the beginning of the program on June 10, 2021.

## 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 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 (Attachment 2A)
  
2. Work-Based Activities Documentation:
  - a. Emergency Medical Treatment
  - b. Sign-In and Sign-Out Log
  - c. Timesheet
  - d. Summer Worksite Agreement
  - e. South Florida Workforce Grievance Procedure and Statewide Discrimination-Complaint Processing Information
  - f. Worksite Maturity Skills Evaluation
  - g. Authorization for Photography/Videos
  - h. Youth Employment Program Parent Consent
  - i. Authorization to Obtain Confidential Information & Permission for Release of Written Records and/or Information

**XI. ADDITIONAL REQUIREMENTS**

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

**STATEMENT OF WORK  
YOUTH CO-OP, INC. (MIAMI-DADE)  
PRE-APPRENTICESHIP SUMMER INTERNSHIP PROGRAM  
PY'20-21**

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 **three (3)** Pre-Apprenticeship Career and Technical Training programs in twelve (12) occupations/trades in three (3) M-DCPS Senior High Schools: Coral Gables, Carol City, 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 is a continuation of the program that began on June 10, 2021. The Contractor shall continue providing services beginning July 1, 2021 through July 29, 2021.

### 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 including hours worked from the beginning of the program on June 10, 2021.

### 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, 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:

<b>PERFORMANCE MEASURES</b>	<b>STANDARD</b>
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%

**IN-SCHOOL YOUTH  
PROGRAM DESIGN AND SERVICE DELIVERY  
JULY 1, 2020 – JUNE 30, 2021**

## I. INTRODUCTION

The **Workforce Innovation and Opportunity Act (WIOA)** enacted a comprehensive youth employment program for serving eligible youth, who face barriers to education, training, and employment. WIOA outlines a vision for supporting youth through an integrated service delivery system. This vision includes high quality services for the ISY Program, including (1) career exploration and guidance, (2) continued support for educational attainment, (3) opportunities for skills training, and (4) a job along a career pathway or enrollment in post-secondary education.

The aim of the South Florida Workforce Investment Board's (SFWIB) In-School Youth (ISY) Program is to provide a comprehensive, year-round, academic and career linkage program to at-risk youth ages 14-21, who face limited employment opportunities and uncertain futures. To attain this objective, the Contractor shall assist youth in: (1) obtaining a high school diploma or equivalent General Education Development (GED); (2) transitioning into a career opportunity, career pathway opportunity and/or post-secondary education; and (3) gaining employment leading to self-sufficiency.

The Contractor shall provide services to In-School Youth (hereinafter "youth") that include activities to encourage the youth to continue their education by completing secondary education and prepare for post-secondary education and/or employment. Youth must achieve measurable gains in one or more of the following: work readiness/work maturity skills, basic skills (literacy and numeracy), and work experiences to include summer and year-round employment opportunities, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities. Additionally, the ISY Program shall include activities that assist the youth in enrolling in occupational skills training and completing and attaining a credential.

## II. PROGRAM ELEMENTS

The Contractor shall provide all eligible youth access to the fourteen (14) program elements listed below as a means to support the attainment of a secondary school diploma or its recognized equivalent, entry into post-secondary school, and career readiness.

**All youth's Individual Service Strategy (ISS) must include a minimum of seven (7) of the fourteen (14) program elements.** Services shall be distinctive and based upon the specific needs of the targeted population/youth and include, but not be limited to:

### 1. Tutoring, Study Skills Training, and Instructions, Academic/Educational Enhancement Skills and Dropout Prevention:

- Tutoring, study skills training, and instruction that leads to a high school diploma includes services such as providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, or providing tools and resources to develop learning strategies. Tutoring, study skills training, and instruction can be provided one-on-one, in a group setting, or through developed resources and workshops.
- Academic/Educational Enhancement Skills consist of study skills training, tutoring, GED preparation, remedial education, literacy training, basic skills instruction, English-as-a-Second-Language (ESL) instruction and instructions leading to secondary school completion, including dropout prevention strategies.
- Dropout prevention strategies intended to lead to a high school diploma include activities that keep youth engaged in a formal learning and/or training setting. Strategies include, but are not limited to, tutoring, literacy development, active learning experiences, after-school opportunities, and individualized instruction.

## 2. **Alternative Secondary School Services:**

- Alternative Secondary School Services are services that assist youth who have struggled in traditional secondary education. Youth may be referred for scheduled alternative educational opportunities that are designed to lead to a high school diploma such as adult high school programs.

Alternative Secondary School services help youth to re-engage in education that leads to the completion of a high school diploma or GED. Examples of activities under this program element include, basic education skills training, individualized academic instruction, English as a second language training and counseling and educational plan development. These services shall be provided as deemed necessary.

## 3. **Paid and Unpaid Work Experience:**

Paid and Unpaid Work Experience is a planned, structured learning experience that takes place in a workplace and provides youth with opportunities for career exploration and skill development. A work experience may take place in the private for-profit section, the non-profit sector, or the public sector for a limited period of time.

WIOA identifies four types of work experience for youth: (1) summer employment and other employment opportunities available throughout the school year; (2) pre-apprenticeship programs; (3) internships and job shadowing; and (4) On-the-Job Training (OJT). Internship activities should correlate to the youth's career goals and not exceed 240 hours.

- The Contractor shall only permit one (1) Paid Work Experience (PWE) activity per enrollment. The total number of work experience hours is as follows: Youth (ages 14-18) maximum 140 hours and Youth (ages 19-21) maximum 160 hours.

## 4. **Occupational Skills Training:**

Occupational Skills Training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual job specific tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Occupational Skills Training is outcome-oriented and focused on an occupational goal specified in the individual service strategy for the youth and leads to the attainment of a recognized postsecondary credential. The Contractor must make every effort to utilize other funding sources to pay for Occupational Skills Training (e.g., Pell grants and other aid available through community and technical colleges/schools).

## 5. **Education Offered Concurrently with Workforce Preparation and Training:**

Education Offered Concurrently with Workforce Preparation and Training reflects an integrated education and training model that describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster or career pathway.

## 6. **Leadership Development Opportunities:**

Leadership Development Opportunities are opportunities that encourage responsibility, confidence, employability, self-determination, and other positive behaviors. Leadership development includes activities such as: exposure to post-secondary opportunities, community and service learning projects, peer-centered activities (peer mentoring and tutoring), organizational and teamwork training, decision-making, citizenship training, life skills training, and parenting.

## 7. **Support Services:**

Support Services are services that enable an individual to participate in WIOA activities such as, but not limited to, the following: linkages to community services and/or assistance with transportation, childcare, housing,

referrals to medical services, assistance with books, fees, school supplies, and other necessary students enrolled in post-secondary education or equivalent, and the provision of appropriate work attire and work-related tools.

#### **8. Adult Mentoring:**

Adult Mentoring is a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee. This program element must be made available for a period of at least twelve (12) months and may occur both during and after program participation. Mentors must be carefully screened and well trained to work effectively and compassionately with youth and provide age-appropriate activities that follow sound youth development principles.

#### **9. Follow-up Services:**

Follow-up Services are provided following a youth's exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training. Follow-up services are critical and shall consist of regular contact between case managers, the youth, the youth's family, educational institution and employer (i.e. including assistance addressing work related problems that occur). Follow-up services for youth may include the following program elements: support services, financial literacy, adult mentoring, services that provide labor market and employment information about in demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and activities that help youth prepare for and transition to post-secondary education and training.

Follow-up services must be provided on a monthly basis to all youth who have exited the program (positive and negative) for a mandatory twelve (12) months after exit at the following intervals: 1<sup>st</sup> quarter after exit, 2<sup>nd</sup> quarter after exit, 3<sup>rd</sup> quarter after exit, and twelve (12) month follow-ups. The Career Planner must contact the youth by telephone, home visits, mail, etc. to verify the youth's current employment/educational status. The contact must be documented in the appropriate reporting system and the hard copy documentation collected as verification is maintained in the participant's file folder. Effective follow-ups require more than telephone contacts with youth participants. All follow-up services provided/delivered to youth participants must be recorded in Employ Miami-Dade (EMD)/Employ Monroe (EM) and documented in case notes in a timely manner.

#### **10. Comprehensive Guidance and Counseling Services:**

Comprehensive Guidance and Counseling Services provide individualized counseling to participants, which includes, substance and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate.

#### **11. Financial Literacy Education:**

Financial Literacy Education refers to activities that provide youth with the knowledge and skills that they need to achieve long-term financial stability. Financial literacy education encompasses information and activities on a range of topics, such as creating budgets; setting up checking and savings accounts; managing spending, credit, and debt; understanding credit reports and credit scores; and protecting against identify theft.

#### **12. Entrepreneurial Skills Training:**

Entrepreneurial Skills Training provides the basics of starting and operating a small business. This training helps youth develop the skills associated with entrepreneurship and the gig economy, such as the ability to take initiative, creatively seek out and identify business opportunities, develop budgets and forecast resource needs, understand various options for acquiring capital and the trade-offs associated with each option, and communicate effectively and market oneself and one's ideas.

**13. Services that Provide Labor Market Information:**

Services that Provide Labor Market Information refers to services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area and include career awareness, career counseling, and career exploration services. Labor market information also identifies employment opportunities, and provides knowledge of job market expectations, including education and skill requirements and potential earnings.

**14. Postsecondary Preparation and Transition Activities:**

Postsecondary Preparation and Transition Activities are activities that help youth prepare for and transition to postsecondary education and training. These services include helping youth explore postsecondary education options, including technical training schools, community colleges, four (4) year colleges and universities, and Registered Apprenticeship programs.

All program elements above shall be available to eligible youth whether they are provided directly by the Contractor or referred to other community organizations for said services/activities. Not every youth will require every activity/service. Using the youths' objective assessments and ISS, the Contractor will have discretion to determine the program services/activities that will be provided to the youth. The SFWIB requires that all services outlined in WIOA must be accessible to all program participants, whether by referral or direct provision.

**III. OTHER PROGRAM COMPONENT SERVICES AND ACTIVITIES**

The Contractor shall provide program component services and activities that will help participating youth with skills needed for academic and employment support:

**1. Career Development and Education:**

Career Development and Education teaches decision-making and goal attaining skills related to future employment. This component shall include information regarding (1) employment and related responsibilities as an important part of career development; (2) skills and tasks; (3) tools and equipment; (4) training and formal education; (5) job placement and (6) advancement opportunities for various occupations.

**2. Work Readiness/Pre-Employment Skills Training:**

Work Readiness/Pre-Employment Skills Training is an essential pre-placement, structured classroom based service that should provide the youth with the instructions and skills needed for employment readiness: labor market knowledge, occupational information, career planning and decision-making, and job search techniques (resumes, interviews, applications, and follow-up letters). This training also includes positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. All youth shall be provided with written information along with actual work experiences in a variety of occupations through work readiness workshops. Work readiness activities should prepare youth for job interviews and provide opportunities to speak with professionals in various occupations.

**3. Self-Awareness Activities:**

Self-Awareness Activities provide youth with opportunities to consider their values, talents, and desires and include close self-examination of their physical, emotional, and mental being. Self-awareness can be encouraged in self-awareness sessions in a formal career education program and through other learning experiences in all areas of the youths' life.



#### 4. **Decision-Making and Goal Attainment Activities:**

Decision-Making and Goal Attainment Activities provide a structure for reaching goals by making decisions and following through with sequential activities which ultimately lead to goal attainment. Thus, youth are guided through processes in which they formulate their goals in tangible terms; investigate available resources; consider all options and probable outcomes; make a decision; plan, act or review their progress; and ultimately reach their goals.

#### 5. **Academic Support:**

Academic Support requires that a review of the youth's grades be conducted with the youth and the outcome documented and maintained in the participant file. The file shall include information needed to graduate and earn a high school diploma, such as academic progress and a detailed plan for graduation.

#### 6. **Work Maturity (WM) Skills:**

Work Maturity (WM) skills are essential to enable youth to keep a job including, but not limited to the following: attendance, dependability, productivity, punctuality, positive attitude/behavior, appearance, interpersonal relations and task completion. Work maturity skills are required to meet employer's expectations. Work maturity skills involve the employer/classroom instructor evaluating the youth and must be a part of all educational and work based activities.

#### 7. **Portfolios:**

Portfolios refer to a collection of work that documents the youths' performance over a period of time. While there is no standard format that a portfolio must take, it typically includes a range of materials (e.g., reports, journals, photographs, and etc.) selected by the youth.

#### 8. **Basic Skills Goals:**

Basic Skills Goals refers to the attainment of one (1) basic skill must be set for youth at the time of enrollment. Basic Skill Goals must be measured no later than one (1) year from the enrollment date, whether or not the youth has exited the program. Basic skills, including opportunities for educational advancement and school based tutoring, must be available to enrollees to improve their basic skills proficiency and graduation or diploma equivalent rates.

#### 9. **Measurable Skill Gains:**

Measurable Skills Gains requires the Contractor to provide an education or training program that leads to a recognized credential **or** employment **and** who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress toward a credential or employment.

- A. Educational Functioning Level (EFL) Gain—An EFL gain is the advancement of educational level by making measurable improvement in educational attainment as measured by a pre- and post-test. An example would be moving from a 9th grade reading level to a 10th grade reading level. The test typically used for this could include the TABE and/or any State Florida Standardized Test.
- B. Secondary Transcript/Report Card—The Secondary Transcript/ Report Card is a transcript or a report card of a student in High School (HS), High School Equivalency Diploma (HSED), or a GED program demonstrating that the student achieved a D- or above for **all** classes taken and are in good academic standing.
- C. Post-Secondary Transcript/Report Card—The Post-Secondary Transcript/Report Card is a transcript or a report card demonstrating the following based upon enrollment status:
  - Full Time Student—completion of a minimum of twelve (12) hours for one semester.

- Part Time Student—completion of a minimum of twelve (12) credit hours over the course of two (2) consecutive semesters during a program year.
- D. Training Milestone—Satisfactory or better progress towards skill advancement while participating in an OJT, Registered Apprenticeship program or Business Enterprise program.
- E. Skills Progression—Skills progression is successful passage of an exam required for a particular occupation or progress in attaining trade-related benchmarks, such as passing Career Readiness Certificate (CRC) or National Counselor Examination (NCE) exams, obtaining Commercial Driver’s License (CDL), and passing a welding certification exam.

#### **10. Literacy and Numeracy Gains:**

Literacy and Numeracy (Lit/Num) Gains applies to youth who are basic skills deficient at time of enrollment. The performance will be measured by the percentage of youth who increase two or more educational functioning levels within one year of participation out of the number of youth that have completed one year of participation plus the number of youth who exit before completing the year. Youth who are basic skills deficient will likely need time to improve one or more education levels. It is recommended that when pre-testing and post-testing for Lit/Num identification and gains contractors utilize the same testing instrument (i.e. TABE).

#### **11. Career Awareness/Career Exploration:**

Career Awareness/Career Exploration learning experiences are essential for youth to form and develop their career aspirations and make informed choices about careers. These activities assist youth in gaining career awareness, making career decisions and plans, understanding labor market needs and opportunities, guiding youth in making and implementing informed educational and occupational choices, aiding youth in developing career options and exposure to skills and career field specific knowledge. This activity is designed to introduce youth to career options and provide actual work experience that connects classroom learning to work based learning.

#### **12. Career Development and Employer Connections:**

Career Development and Employer Connections are structured with documented learning outcomes and supervised. Career development consists of experiences that take place in an actual work environment, are developed in part with employer’s input and industry specific skills, based upon labor market information, and linked to learning outcomes. Connections to employers are essential and can effectively assist youth in becoming highly skilled and employable. Employer connections should lead to increased placements in employment, as well as, meaningful exposure to the workforce. Employment related activities should be developmentally appropriate and assist youth explore, select, or prepare for a career pathway of interest.

The Contractor shall provide meaningful career development experiences involving the employer. Career development is described as supervised, structured, work experience activities with documented learning outcomes. Career development consists of experiences that:

- Take place in an actual work environment
- Are developed in part with employers’ input
- Are based upon labor market information
- Are linked to learning outcomes

Activities should be increasingly challenging over the course of a given youth’s participation and be tied to locally recognized career pathways. Employer connections may include, but are not limited to:

- Employer mentoring
- Guest speakers
- Employer workshops

- Exposure to various aspects of industry and industry specific skills through job shadowing
- Work experience
- Internships
- Job search assistance, placement, and retention support
- Occupational skills training

Legitimate connections to employers are essential and can effectively assist youth in becoming highly skilled and employable. Employer connections should lead to increased job placements, as well as, meaningful exposure for youth to the workforce with measurable skill increases.

**13. Individual Training Accounts (ITA)/Youth Training Vouchers:**

Occupational skills training may be offered as an ITA for youth ages 14-21. Youth who have been determined to need training may access training services through an ITA, enabling youth to choose an approved occupational training program from an SFWIB approved training vendor. Youth Training Vouchers may be utilized for the industry specific employer work activities.

**14. Liaison Representative:**

Liaison Representative requires the Contractor to perform as a liaison to the juvenile justice system for youth referred to the ISY Program through diversion programs or probation agreed to by the courts and school board. Case managers will act as liaisons with community agencies that provide services to youth with disabilities and in foster care, including youth aging out of foster care.

**15. Incentives:**

Incentives should be awarded for excellence. The youth must have attained a benchmark, short-term measure, outcome or goal to receive an incentive. Reasonable incentives are allowable expenditures under the SFWIB's youth programs, provided that the provision of an incentive is included in the youth's ISS plan. Incentives are monetary compensation offered to youth for accomplishing a specific pre-approved benchmark, outcome or goal. Incentive allowances are structured to provide incentives for specific accomplishments of youth, such as skills attainments and vocational training completion.

**16. Parental Involvement:**

Parental Involvement is proven to be an integral component for the youth's success in the program. The Contractor shall mandate parental involvement, when necessary. Documentation of parent involvement or case notes is required.

**17. Collaboration:**

Collaboration requires the Contractor to collaborate with other community partners, youth providers and SFWIB-funded programs during recruitment, enrollment, and program activities to ensure that participants have the opportunity to attend the programs most advantageous to them. The SFWIB requires Contractors to share information and training opportunities and coordinate programs with other community partners and youth providers (i.e. Miami Children's Initiative, Inc., PACE Center for Girls, Inc., Overtown Youth Center, Inc., Mourning Family Foundation, Inc., Kiwanis Club of Little Havana, Inc. and etc.). Additionally, collaboration with the SFWIB's approved training vendors is required for youth (ages 14-21) enrolled in occupational skills training and other academic and vocational programs.

**18. Co-Enrollment:**

The WIOA encourages coordination of youth development services between programs, adult centers and agencies serving youth through the development of working partnerships for the provision of information, referrals and program enrollment(s).

Youth who are 18-21 years of age can be co-enrolled in WIOA Adult and/or Dislocated Worker Programs and receive needed services. In the event a youth participant is co-enrolled, the Contractor must work closely with other entities in providing shared case management services to benefit the youth participant and prevent service duplication. However, service providers should be aware that youth participants who are co-enrolled are held to each of the performance measures established for that particular WIOA program (youth/adult).

**19. Educational Portal:**

Youth that are deemed eligible and are enrolled in an SFWIB ISY Program are required to also be registered in the Educational Portal upon completion of enrollment.

**IV. PROGRAM DESIGN MODEL**

The Contractor shall provide youth with: educational, employability, objective and comprehensive assessments along with guidance through the decision-making process of weighing all the available options; unbiased presentation of information on alternative options; the guidance of a youth case manager whose only priority is ensuring an appropriate path for participating youth; and tutoring and other academic supports youth may need to gain access to the paths they select. This process is intended to assist youth in identifying strengths, transferable skills, interests, abilities and their work values.

The Contractor's ISY Program shall provide service delivery strategies that include an integration of year-round and summer activities. Year-round services do not imply a twelve (12) month enrollment-to-exit cycle for each youth. Youth development strategies are incorporated into programs supporting skill acquisition, education attainment, gainful employment and productive citizenship for the above populations. All program strategies and activities shall be designed to strengthen pathways to post-secondary education and careers.

**V. TARGETED POPULATIONS**

Consistent with the intent of WIOA and the Employment and Training Administration's (ETA) Strategic Vision for youth services, the SFWIB emphasizes serving youth who are most in need. The SFWIB's WIOA Youth Funds will concentrate on youth service delivery to the following youth priority populations, but may not be limited to:

**A. A Youth who:**

1. Age 14-21;
2. Has not received a high school diploma or its recognized equivalent; and
3. Attending high school at the time of registration

**B. A youth who meets one of the following barrier(s) to employment:**

1. Youth veterans/spouses/dependents, members of military families
2. High school dropouts, disconnected youth
3. Youth in and aging out of foster care
4. Youth with disabilities
5. Youth offenders/youth at risk of court involvement/youth involved in the juvenile justice system
6. Children of incarcerated parents
7. Migrant youth
8. Homeless and runaway youth
9. Pregnant and parenting youth

10. The most at-risk youth (if not applicable to this list, must be determined case-by-case)
11. Basic Skills Deficient
12. English Language Learner
13. Economically disadvantaged individuals, receiving or income eligible for TANF, SNAP, and/or Section 8 Housing
14. Individuals who requires individual assistance to complete an educational program or to secure or hold employment

### C. Youth–Veteran Priority

In circumstances where the Contractor must choose between two qualified applicants for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the Contractor must give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program’s eligibility requirements. The Contractor must comply with DOL guidance on veterans’ priority. (Refer to ETA’s Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) which provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL).

- D. While it is expected that most of the youth to be served by the ISY Program may be between the ages of 14 and 18, some youth may be 19 through 21 years of age. In-School Youth, include:
  - **Youth, ages 14-18**—services to In-School Youth must include activities to encourage the youth to remain in school to complete secondary education and prepare for post-secondary and/or employment leading to self-sufficiency. Youth must achieve measurable gains in one or more of the following: basic skills, work readiness/work maturity skills and literacy and numeracy.
  - **Youth, ages 19-21**—services to In-School Youth shall include activities that assist the youth in completing secondary education and prepare for post-secondary and/or employment leading to self-sufficiency, enrolling in occupational skills training and completing and attaining a credential. Youth must achieve measurable gains in one or more of the following: basic skills, work readiness/work maturity skills, and literacy and numeracy.
- E. The youth participant may be characterized by a series of risk factors that are identified as local priorities such as youth with serious personal or family problems that affect their ability to function well, including: youth aging out of foster care, youth who are violence of domestic violence, neglect, abuse or incest; youth with substance abuse problems; youth who have gotten involved in gang-related activity and/or been involved with the juvenile justice system; youth who are pregnant or teenage parents; youth who are trying to cope with serious family economic problems or pressure to get a job; and youth who have serious personal or family problems that suicide prevention or other crisis intervention activities appear to be needed.

## VI. ELIGIBILITY

The Contractor shall be responsible for WIOA and TANF (applicable if TANF funding is allocated) eligibility determination and verification, collection of all required supporting documentation, completion of all necessary eligibility documents and maintenance of documentation. All program participants must have a signed TANF Eligibility Form in their file.

All youth must be certified as eligible prior to being allowed to commence any activities under WIOA funded program(s).

### A. WIOA

A Youth is eligible for WIOA services if he/she meets the following criteria:

1. Attending school (as defined by State law); and

2. Between the ages of 14 through 21; and
3. A citizen of the United States or an eligible non-citizen who is authorized by the immigration and Naturalization Service; and
4. In compliance with the Selective Service Act (only relevant for males 18-21); and
5. Is a resident of Miami-Dade or Monroe Counties; and
6. A low-income individual;
  - Low-income is verified by:
    - i. Living in a high poverty area; and/or
    - ii. Receiving free and/or reduced lunch.
7. Have one or more of the following eight (8) barriers:
  - a. Basic Skills Deficient; and/or
  - b. An English Language Learner; and/or
  - c. Youth offender; and/or
  - d. Homeless or runaway; and/or
  - e. Foster child; and/or
  - f. Pregnant or parenting; and/or
  - g. Youth with a disability; and/or
  - h. An individual who requires additional assistance to complete an educational program, or to secure or hold employment (20 CFR section 681.300).
    - This criteria is capped at five percent (5%) of ISY newly enrolled in a program year and must be approved, in writing, on a case-by-case basis by the SFWIB's Youth Staff.
    - Youth who has one or more of the following characteristics:
      - Gang involved/affiliated/affected activities
      - An emancipated minor
      - Physically and mentally challenged
      - Victim of domestic violence/sexual or child abuse
      - Language or cultural barriers
      - Identifiable mental health issues
      - Lacking significant or positive work history
      - Having one or more disabilities including learning disabilities
      - Personal/family substance abuse
      - Alienated by sexual preference
      - Pregnant or Parenting Youth
      - Enrolled in an alternative education program
      - Migrant family member
      - Lacking affordable housing
      - Significant geographical barriers to accessing youth development services
      - Multiple school suspensions
      - Youth involved in the juvenile justice system
      - In an alternative residential facility
      - Generational public assistance
      - Reside in low-poverty areas

A disabled youth whose family does not meet the income eligibility criteria is to be considered a low-income individual if the youth's own income meets the income eligibility criteria or meets the income eligibility criteria for cash payments under any federal, state or local public assistance program.

Youth applicants who do not meet WIOA income requirements may be eligible for special consideration if they meet ALL other eligibility criteria. These considerations are approved, in writing, on a case-by-case basis by the SFWIB's Youth Staff and shall not exceed five percent of the overall youth program population/enrollment.

**B. Youth High Poverty Areas (HPA) Recruitment**

The Florida Department of Economic Opportunity (DEO) has set the State of Florida's poverty rate threshold at a minimum thirty percent (30%).

Under the HPA, a youth participant who lives in an HPA is automatically considered to be a low-income individual and does not have to prove income for purposes of receiving WIOA services. The Contractor must use and maintain in the case file the DEO's Poverty Rate Map to determine if an individual lives in an HPA.

**In accordance with Title 20 CFR, Part VI Section 681.210(c) the following barriers to employment are required to be low-income:**

- a. §681.210(c)(1) - **School Drop-Out**
- b. §681.210(c)(2) - **Compulsory School Attendance**
- c. §681.210(c)(4) - **Youth Offender**
- d. §681.210(c)(5) - **Homeless Youth/Runaway**
- e. §681.210(c)(6) - **Foster Care**
- f. §681.210(c)(7) - **Pregnant or Parenting Youth**
- g. §681.210(c)(8) - **Youth with a Disability**

- \* **Low-income** is a requirement to meet eligibility criteria for the ISY Program under WIOA. WIOA allows a low-income exception where five percent (5%) of WIOA youth may be participants who ordinarily would be required to be low-income for eligibility purposes and meet all other eligibility criteria for WIOA youth except the low-income criteria.

**C. TANF (applicable if TANF funding is allocated)**

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 child means a child living at home with the parent or caretaker, or under 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 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 200% of the poverty level; or
5. A non-custodial parent of a child who is TANF eligible.

The **Four (4) purposes** under the TANF Guidelines are:

- ✓ **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.
- ✓ **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.
- ✓ **Purpose 3**-Intended to "prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies." This could apply where a youth program: assists youth to stay in school; supervises youth in after school activities; assists to increase the youths' motivation and self-esteem; and/or assists with the prevention and reduction of out-of-wedlock teen pregnancies. Many types of youth programs can be supported under this purpose.

- ✓ **Purpose 4**-Intended to “encourage the formation and maintenance of two-parent families.” According to some theories, programs which provide opportunities and motivation for disadvantaged boys to continue their education might make them more likely to become and stay married in the future. As such this is a potentially useful rationale that could be emphasized.

**NOTE:** In the case of youth who are receiving TANF cash assistance and have not received a high school diploma, the first path for which they are eligible is enrollment in a GED/high school program.

Youth applicants who do not meet eligibility requirements or youth who are not enrolled for participation shall be referred to other community and faith based organizations for assistance.

## VII. PROGRAMMATIC RECORDS

**A. File Maintenance:** The Contractor shall maintain complete case files for each youth participating in the program, from enrollment to follow-up, and a mandatory twelve (12) months after program exit. Participant records must be maintained, at all times, on-site and must be kept in a secure location with limited access to authorized personnel. The participants’ files must include the documentation necessary to support all WIOA, the SFWIB and TANF eligibility, program services, and training activities.

1. The following is a non-exhaustive list of forms/information that must be maintained for each youth, if applicable:

- Proof of income
- Social security documentation
- Proof of family members living in the household
- Proof of address
- Proof of age
- Proof of residency/citizenship/work authorization
- Selective service (if applicable)
- Risk factors for youth
- School documentation
- WIOA Application/Intake Application Form
- TANF Eligibility Form
- ISS Plan
- Pre and Post Academic Tests (TABE Test)
- Assessment results
- Acknowledgement of Grievance Procedures
- Signed copy of Grievance Procedures
- I-9 Employment Verification Form
- Participant Verification Checklist
- Work Assignment Form
- Job Description
- Case Management/Counseling Logs
- Worksite Evaluation Forms
- Worksite Maturity Evaluation Forms
- Work readiness/employability documentation (pre- and post-tests)
- Emergency medical information
- Parent Consent Form
- Parent/Guardian Signature/Approval Form (if applicable)
- Parental Consent Form for Background Screening (if applicable)
- Authorization to Obtain Confidential Information Form
- Follow-up documentation
- Goals set and attainments achieved



- Status changes/activity changes (for transfers)
  - Documentation of attained credentials
  - Program exit documentation
  - Incentive(s)
  - Referrals
  - ITA training related documentation (grades reports, book vouchers, Training Plan, PELL grant, Training Option Guide, attendance logs, class schedules, Rights & Responsibilities)
  - Twelve (12) month follow-up documentation
  - Other documents related to program activities completed by the participant
  - Other information needed to document eligibility, participation, progress and results
2. The SFWIB shall provide the Contractor with a set of programmatic forms that include, but are not limited to:
- Intake Application
  - Verification Check List
  - I-9 Employment Form
  - Parent Consent Forms
  - Emergency Medical Form
  - Acknowledgement of Grievance Procedures
  - Incident/Injury Report Form
  - Worksite Agreement
  - Participant Sign-In and Out Logs
  - Participant and Supervisor Grievance Procedures
  - Supervisor Interview Questionnaire
  - Participant Interview Questionnaire
3. Transferred Participants: Upon receipt of transferred ISY Program participant files, the Contractor shall perform and complete the required service delivery to those participants who remain active in the ISY Program and follow-up services for those youth participant files that are closed.
- B. Data Entry:** The Contractor shall be responsible for entering data in EMD/EM and the Workforce Management System (WFMS), if applicable, as required by the SFWIB. To track system data and performance on an ongoing basis, the Contractor shall enter participant information in EMD/EM in real time. Information pertaining to enrollment must be entered in EMD/EM within ten (10) days' of eligibility determination. All participant data, which details youth registration/enrollment, assessment, case management, program services, program activities, program exits, skill/credential attainments and follow-up services must be entered in EMD/EM.

## VIII. PROGRAM OUTCOMES

The Contractor shall implement strategies geared toward achieving sustainable improvements in the areas of developmental need for the youth, and serve to improve youth outcomes by:

- Engaging, re-engaging and motivating the youth in educational and career development processes leading to high school graduation, college admissions and improved career knowledge and prospects; and
- Introducing a comprehensive, highly integrated program model that balances substantive educational, training, and employment components suitable to youth with different backgrounds, capabilities and expectations.
- Before a youth can be exited from the ISY program written authorization must be given by the SFWIB prior to exiting.

- The request shall be submitted in writing and provide an explanation of the reason for the exit. Requests with multiple exits must also provide a plan to mitigate any potential negative impact on the SFWIB's performance.
- If the contractor exits a youth case without prior written authorization, the SFWIB shall apply a financial consequence of \$1,000.00 per occurrence.
- Failure to obtain prior written approval from the SFWIB to exit participants from the funded program shall constitute a breach of this Contract and shall result in a deduction as specified above and may result in deobligation of current funds or non-consideration for future funding.

The Contractor's ISY Program must be designed to lead youth to self-sufficiency through the attainment of full-time, long-term employment, post-secondary opportunities or both.

## IX. WORK ACTIVITIES DESCRIPTION AND REQUIREMENTS

The Contractor shall develop worksites for work experience activities and internships and perform all administrative requirements that include, but are not limited to: worksite orientation, monitoring worksites, worksite inspections, worksite evaluations, payroll functions, supervisor and participant interviews.

### A. Year-Round and Summer Activities

In order to provide work activities to the maximum number of youth participants. **A youth participant cannot receive payment for summer and year round work activities in the same program year.** The youth can only participate in one work activity per program year.

#### 1. Summer Pay, Wage Rate and Work Hours

- Youth participants' (ages 14-18) compensation must be no less than the Florida minimum hourly wage rate and involvement in the summer program cannot exceed 140 hours, during the entire summer program. In compliance with child labor laws, during the school year, youth ages 16-18 will only be allowed to work up to four hours a day. A total of twenty (20) hours must include work readiness skills training (the twenty (20) hours are inclusive in the maximum allotted 140 summer hours).
- Youth participants' (ages 19-21) compensation must be no less than the Florida minimum hourly wage rate and involvement in the summer program cannot exceed 160 hours during the entire summer program. A total of twenty (20) hours must include work readiness skills training (the twenty (20) hours are inclusive in the maximum allotted 160 summer hours).

#### 2. Year-Round Pay, Wage Rate and Work Hours

- Youth participants' (ages 14-21) compensation must be no less than the Florida minimum hourly wage rate and involvement in year-round work activities cannot exceed twenty-five (25) hours per week or a total of 240 hours for the program year. A total of twenty (20) hours must include work readiness/employability skills training and life skills training (the twenty (20) hours are inclusive in the maximum 240 allotted hours).

### B. Payroll

The Contractor shall be responsible for the youth participants' payroll. The Contractor shall comply with all laws and regulations pertaining to Workers' Compensation. Coverage for Worker's Compensation will be supported by the State of Florida.

Subject to limitations found in applicable law, herein and the Contract, the Contractor has discretion to determine the number of hours a youth can participate in the work experience components for summer activities and internship activities for the year-round program.

The Contractor shall collect information on the hours worked and the educational sessions attended by each youth. The Contractor shall issue a payroll check to the participant and maintain appropriate signature logs verifying issuance and receipt of the payroll check.

If the youth is below the age of 18, **Child Labor Laws must be strictly enforced.** Refer to the Department of Labor's website for specific guidelines.

**B. Contractor Worksite Responsibilities**

The Contractor shall be responsible for worksite requirements including, but not limited to, the following:

1. Developing and identifying worksites/job opportunities and matching youth with the appropriate jobs.
2. Monitoring all worksite activities.
3. Providing instructions to the worksite supervisor to ensure the development of youth work maturity skills, which include achievements, deficiencies and disciplinary actions.
4. Meeting with supervisors once per pay period to discuss youth performance and progress, and collecting time sheets for payroll determination.
5. Collecting and maintaining original sign-in and out logs for the actual hours worked and the educational session(s) attended by each youth.
6. Performing worksite inspections and approvals.
7. Enforcing the Child Labor Laws and Occupational Safety and Health Administration Act (OSHA).
8. Completing and maintaining all worksite documentation and submitting copies to the SFWIB.
9. Maintaining a database system to track youths' statuses and activities.
10. Issuing payroll checks to participants and maintaining appropriate signature logs verifying issuance and receipt of the youth (s) checks.
11. Informing the Employer of Worksite Responsibilities and Restrictions as described in sections C and D below.

**C. Employer Worksite Responsibilities**

Worksite employers will be responsible for requirements including, but not limited to, the following:

1. Assigning a designated adult supervisor/alternate supervisor at each worksite throughout the youth's job assignment.
2. Maintaining time and attendance records of all youth.
3. Developing job descriptions related to the youth's job tasks.
4. Reporting any and all instances where youth are injured at the worksite immediately to the program case manager.
5. Ensuring a safe and sanitary working environment to include Personal Protective Equipment (PPE).
6. Completing and signing the Worksite Agreement.
7. Agreeing to comply with all provisions of the youth employment program and Worksite Agreement.
8. Providing adequate workspace and equipment for the youth.
9. Providing trained full time adult supervision while the youth is at the worksite.
10. Providing an orientation to all youth on the first day of work, which shall include job assignments, job descriptions, responsibilities, employer information, sign-in/out procedures, etc.
11. Ensuring that youth are supervised at all times and provide daily guidance and adequate supervision at all times.
12. Ensuring that all designated supervisors and alternate supervisors participate in a supervisory training prior to the work program start date.

**D. Worksite Restrictions**

Worksite employers and the Contractor shall be responsible for the following:

1. Ensuring that work components/sites are not sectarian, unionized, anti-union or political.
2. Performing background screening on youth at required worksites, such as day care centers and recreational aides.
3. Ensuring youth do not work beyond the hours allocated, as per the child labor laws contract.
4. Ensuring compliance with labor laws and that youth are not working or paid for overtime, sick, vacation or holiday time.
5. Ensuring youth do not perform activities on private property (residences).
6. Ensuring compliance with Child Labor Laws, if applicable.
7. Ensuring that work activities do not take place in any casino or other gambling establishment(s), or home based-businesses.
8. Ensuring that no current employee(s) will be displaced or contractual services cancelled due to the youth working at this site.
9. Ensuring youth participants do not operate power tools.

## X. QUALITY ASSURANCE (QA)

The Contractor must have an internal monitoring process to ensure that services are delivered in accordance with the administrative and programmatic requirements of WIOA and the SFWIB.

The purpose of the QA strategy is to facilitate self-assessment reviews to ensure the accuracy of data reported and collected. Customer files and data systems shall also be reviewed to: ensure data integrity and continuous improvement of system operations; reduce the error rate of Workforce Development Area 23 to a **three percent (3%) or less error rate**; and ensure compliance with federal, state and local laws, transmittals, directives, policies, procedures and regulations.

1. As part of the QA process, the Contractor shall:
  - a. Ensure staff collaborates with the SFWIB's staff;
  - b. Ensure staff: is trained; implements concepts learned in training and from technical assistance; and conducts ongoing system and desk reviews to ensure policies and procedures are being followed and information systems and case files are properly updated and documented;
  - c. Conduct monthly Supervisory QA Reviews, as set forth in **Exhibit E, Reporting Requirements**, of ten percent (10%) or twenty-five (25) cases (whichever is less) of all Youth Programs with activities during the review period. These reviews shall be assessed and approved by the Program Director;
  - d. Use the approved QA Monitoring Tools to complete the required monthly Supervisory QA Reviews. The monitoring tools are updated and maintained on the SFWIB intranet, under Required Reports in the Monitoring Tool Template folder. Alternatively, the Contractor can refer to the following URL for access:
 

<http://intranet:18112/sites/intranet/requiredReports>

 If the monitoring tools cannot be accessed, the Contractor's staff shall contact the Office of Continuous Improvement (OCI) QA Coordinator and request an electronic copy of the approved QA Monitoring Tools;
  - e. Review and analyze a selected sample of participants' files;
  - f. Review, examine, and assess qualitative and quantitative system participant data;
  - g. Compare the previous SFWIB monitoring report to determine the extent to which the concerns have been addressed, if applicable;
  - h. Review participant eligibility for program services;
  - i. Review supporting documentation maintained in the participant's case file;

- j. Review, examine, and assess of the quality and the quantity of the services provided;
  - k. Systematically approach/review caseload per Career Advisor ratio; and
  - l. Monitor and adhere to Equal Employment Opportunity (EEO) requirements.
2. The SFWIB QA Strategy involves the following multi-layer process:
- a. At the conclusion of the case file review, the SFWIB will discuss the findings with the Contractor's staff and provide a copy of the completed review tool instrument. The discussion will include the strengths and deficiencies found in the review. The Contractor's Program Director will be provided an electronic copy of the entire completed review tool.
  - b. The Contractor shall be required to submit a Plan of Corrective Action (POCA) within **ten (10) business days** from the receipt of the QA Report if Contractor does not meet the stipulated **three percent (3%) or less error rate**. In order to complete the QA file review process, the Contractor shall be required to submit supporting documentation for all deficiencies noted, regardless of the error rate.
  - c. The final QA Monitoring report, which is completed annually, will count towards the **CSSF Specifications for In-School Youth Program Balanced Scorecard Report (Attachment 1 of Exhibit D-Payment for Performance)** Error Rate Performance Measure.
  - d. Failure to submit an acceptable POCA and/or failure to comply with previously accepted POCA measures may result in Contractor's placement on a Performance Improvement Plan (PIP), which will require the Contractor to submit weekly QA updates to the SFWIB's staff. The specific content required in the weekly updates will be presented in a formal PIP letter. The weekly updates will provide the SFWIB with confirmation that Contractor's staff is making every effort to follow federal, state and local policies, while minimizing errors and preventing deficiencies.
  - e. If the Contractor is on a PIP, the SFWIB's staff will conduct a follow-up review (file and/or system) and provide a QA Report in order to identify training, provide technical assistance and conduct follow-up reviews to ensure that policies and procedures are correctly implemented within 90 days of the PIP's issuance.
  - f. If at any time the SFWIB identifies a deficiency, the Contractor may be subject to a PIP. The PIP includes, but is not limited to: setting up an ongoing schedule to review, on-site QA reviews, provision of written and/or on-site technical assistance to Contractor for improvement until the errors identified have been corrected and an acceptable level of improvement has been demonstrated in the QA process and/or demonstration of reduction in the error rate. It is the Contractor's responsibility to implement best practices, develop corrective actions plans, and correct and prevent deficiencies.
  - g. Failure to demonstrate compliance with the PIP during the specified timeframe may result in an extension of the PIP or a breach of contract as determined by the SFWIB's staff.

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**ADMINISTRATIVE CHECKLIST FOR CONTRACT COMPLIANCE  
SELF-ASSESSMENT QUESTIONNAIRE**

**Program Year:** \_\_\_\_\_

**Agency's Fiscal Year Ending:** \_\_\_\_\_

**Agency name, address, e-mail, telephone and fax numbers:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This certification is to assure CareerSource South Florida (CSSF) that the contracted Agency has adequate administrative procedures in place to ensure that funds disbursed by CSSF will be safeguarded as outlined in the Office of Management and Budget (OMB) Circulars and the Code of Federal Regulations (CFR). This certification is not a waiver concerning Administrative, Programmatic, or Quality Assurance Monitoring. CSSF reserves the right to conduct on site monitoring of contracted Agencies, as it deems necessary.

Please answer all questions by checking off the applicable box. If you need to provide additional information or cannot respond to a question, please attach an explanation on a separate page or contact Dulce M. Quiñones, CFE, CFSA, FCWP-1, Contracts Compliance Supervisor, CSSF Office of Continuous Improvement (OCI) at (305) 929-1530.

A letter precedes each of the items in this questionnaire as follows:

- M =** Mandatory or required item denotes items that are the minimum standards and for which full compliance is required.
- R =** Recommended item or denotes best practice items that, while not required, are considered best practice in the administration of grants.

**Please provide a brief explanation on any negative response indicated.**

**Prior Assessments & Corrective Actions**

*Objective:*

*To determine the Agency's prior performance and its ability to implement new procedures as needed to improve management and meet contractual requirements.*

**M** – Review last year’s assessments of the Agency’s Administration and answer the following questions:

**M** - Were the prior assessment results shared with management?  Yes  No  N/A

**M** - Was A Corrective Action Plan submitted by the Agency?  Yes  No  N/A

**M** - Was the Corrective Action Plan submitted on time?  Yes  No  N/A

**M** - Were the proposed corrective actions acceptable to the funding agency?  Yes  No  N/A

**M** - Were the corrective actions implemented?  Yes  No  N/A

If Yes, when? \_\_\_\_\_

If No, please elaborate (attach additional pages as needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**M** - Did the corrective actions implemented correct the problem(s)?  Yes  No  N/A

If No, please elaborate (attach additional pages as needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**M** - Are there any findings, areas of concerns, or other issues that need to be revisited or reviewed during the current year?  Yes  No  N/A

If Yes, please elaborate (attach additional pages as needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments:

\_\_\_\_\_

## Administration and Governance

### Board of Directors (BOD)

*Objective:*

*To determine the capabilities, cultural competency and involvement of the Agency's Board of Directors (BOD) to serve the target populations and that their procedures follow those recognized as best practice.*

**M** - Is there a complete and updated BOD list available? To be considered complete, the BOD list should include each member's position, field of expertise, direct contact information (address, phone, e-mail, and fax), gender, race, ethnicity, and expiration term of the position.  Yes  No  N/A

**R** - Does the membership of the BOD include expertise that would promote the proper operation of the Agency and further the goals of the program?  Yes  No  N/A  
 The BOD should include individuals with experience in administration, contracts, and fiscal management. In addition, the BOD should include individuals with experience in pursuing the program goals (i.e. physician for health programs, a teacher for training programs, or child development expert for Head Start Programs)

**R** - Is the BOD ethnically representative of the populations served by the Agency?  Yes  No  N/A

**R** - Does the Agency provide pre-service and in-service training to Board members?  Yes  No  N/A

**R** - Does the BOD have a well-developed structure (committees)?  Yes  No  N/A  
 List the active committees and names of the members

_____	_____
_____	_____
_____	_____
_____	_____

**R** - Does the Agency have a clearly defined Strategic Plan?  Yes  No  N/A

**R** - Does the BOD receive and review an Annual Report from the Agency's Staff?  Yes  No  N/A

Additional Comments:

### BOD Meetings, Minutes and Resolutions

*Objective:*

*To determine the level of involvement of the Board of Directors; and that their procedures follow those recognized as best practice.*

**R** - How often does the BOD meet? (Check one)



Full Board	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually	Yes	No	N/A
	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Semi-annually			
	<input type="checkbox"/> Other (specify) _____				
Executive Board	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually			
	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Semi-annually			
	<input type="checkbox"/> Other (specify) _____				
Committees	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually			
	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Semi-annually			
	<input type="checkbox"/> Other (specify) _____				

Please indicate the dates of the last three (3) BOD meetings:

\_\_\_\_\_

<b>M</b> - Are meeting minutes detailed and complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>R</b> - Do minutes indicate that budgetary, financial, and programmatic information is presented to the board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Does an authorized representative of the BOD sign the minutes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Are BOD resolutions properly executed and documented in the meeting minutes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Are BOD resolutions signed by an authorized BOD representative?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A

Comments:

\_\_\_\_\_

### Agency Policies

*Objective:*

*To ensure that the Agency has a set of policies that establish proper operating procedures and adherence to the law governing its operations. A well developed set of policies and procedures safeguard the Agency and its funders by clarifying expected behavior. These policies may be included in the employee manual.*

<b>M</b> - Does the Agency have a written Personnel Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Does the Agency have an Accounting Policy and Procedures Manual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Does the Agency have a written Drug-Free Workplace Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Does the Agency have a written Equal Employment Opportunity Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Does the Agency have a written Florida Clean Indoor Air Act Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Does the Agency have a written Family and Medical Leave Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Does the Agency have written procedures to protect client confidentiality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Does the Agency have a written policy regarding Nepotism?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Does the Agency have clear policies addressing access to public records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Does the Agency have an Affirmative Action policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
<b>M</b> - Does the Agency have written Client Grievance procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> - Does the Agency have written guidelines or a methodology to distribute incentive payments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> - Does the Agency have a written Code of Ethics?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> - Does the Agency have a written policy regarding Conflict of Interest?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> - Does the Agency have a written Sexual & Unlawful Harassment Policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>R</b> - Does the Agency have written emergency plans/procedures? (This may be a requirement for some funders)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> - Does the Agency have a written Health Insurance Portability and Accountability Act (HIPAA) Policy, to include information related to appropriate sanctions against workforce members who violate its privacy policies and procedures or the Privacy Rule?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> - Does the Agency have a written Policy related to Florida Statute 112.3187 - the Whistleblower's Act?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> - Does the Agency have a written Policy to include information related to the reporting knowledge or reasonable suspicion of abuse, neglect, or exploitation of a child, aged person, or disabled adults?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Additional Comments:

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### Organizational Structure

*Objective:*

*Availability and familiarity with the Agency's By-Laws and Articles of Incorporation are considered best practices in the administration of a non-profit organization. In addition, a clear organizational chart provides an overview of the chain of command helpful both for the internal staff and outside reviewers.*

<b>M</b> - Is the Agency registered with the State of Florida Secretary of State?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> - Are the Agency's Articles of Incorporation available for review?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> - Are the Agency's By-Laws available for review?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>R</b> - Is there an organizational chart available that reflects the current organization of the Agency and provides clearly delineated chain-of-command?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>R</b> - Is there an organizational chart for the program(s) funded and does it provide a clearly delineated chain-of-command?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Additional Comments:

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## Client Participation

*Objective:*

*To identify the Agency's efforts to involve the populations served in the operations of the agency and in the manner services are provided.*

**R** - Does the Agency perform any Needs Assessment activities?  Yes  No  N/A

**R** - Does the Agency have a mechanism in place to monitor and respond to client comments and complaints in a systematic matter?  Yes  No  N/A

**R** - Does the Agency have procedures to involve the consumer in the decision making process? Check all that apply  Yes  No  N/A

\_\_\_ Consumer representatives in BOD?  
\_\_\_ Community Advisory Board or Committee?  
\_\_\_ Consumer Evaluation Survey?  
\_\_\_ Other? Please explain: \_\_\_\_\_

Additional Comments:

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## Personnel

### General

*Objectives:*

*These questions provide an overview of the capabilities of the Agency in managing human resources issues and establishing and following its own procedures as required by best practices.*

**M** - Are the policies and procedures included in the Personnel Policy followed?  Yes  No  N/A

**M** - Does the Agency have established Job Qualifications that adhere to CSSF contractual requirements?  Yes  No  N/A

**M** - Are employee records securely stored (under lock & key)?  Yes  No  N/A

**M** - Are Equal Employment Opportunity, Worker's Compensation, Family and Medical Leave Act, Child Labor Act, Fair Labor Standard Act, Minimum Wage, Migrant Seasonal Workers Protection, E-Verify and other mandated or relevant posters conspicuously displayed by the agency?  Yes  No  N/A

**M** - Review staffing levels and current vacancies. Does the agency have problems with staff turnover?  Yes  No  N/A

If Yes, has the agency taken steps to resolve the issue?  Yes  No  N/A

Explain and provide documentation, if available, to document the Agency's efforts. (attach additional pages as needed)

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Additional Comments:

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**Personnel/Employee File***Objective:*

To ensure that the Agency properly documents how employees are screened for a particular position, how employees are informed of the policies governing their work and how they would be evaluated. In addition, these questions seek to determine the Agency's capability to maintain required documentation and abide by requirements regarding their staff such as testing, qualifications, licenses, and training.

Select a random sample of employee files and review them to determine whether the following documentation is present and current. Note that Agencies that subcontract with individuals must keep similar files for the subcontracted individuals and those are to be reviewed following the same guidelines as personnel files.

<b>M</b> - Signed job application (resume is not sufficient) or subcontract detailing the scope of services to be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Proof of education (copies of diplomas, degrees, and/or transcripts).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Required licenses and/or certifications (if applicable, they must be current).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Background screening (must be renewed according to program requirements). This may be required for some staff working with children or youth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Signed job description with performance standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Annual Performance/Employee Evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - U.S. Citizenship and Immigration Services Form I-9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Current W-4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Proof of achievement of required hours of training (i.e. Tier 1).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Proof of receipt of the Agency's Policy & Procedures by the employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Drug-free workplace statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>R</b> - Evidence of Health Insurance Portability and Accountability Act (HIPAA) training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>R</b> - Evidence of Information Security Obligations training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>R</b> - Evidence of Privacy Policies and Procedures training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A

Additional Comments:

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**Payroll Records***Objective:*

To determine if the Agency has appropriate procedures to track the payroll costs and that these coincide with those approved by the funding agency.

<b>M</b> - Does staff, including management, document their work hours through a time sheet or punch clock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Are time records signed by both the employee and/or the supervisor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
<b>M - Payroll Registers:</b>			
- Do they include staff name, salary, hours worked, payroll period, and deductions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
- Do they reflect employee's time allocation among programs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

<b>M - Personnel activity reports (PARs) or equivalent forms:</b>			
- Reflect an after-the-fact determination of the actual activity of each employee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Account for the total activity for which employees are compensated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Completed at least monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If No, please explain. (attach additional pages as needed)

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<b>M - Do employees' positions and salaries match the budget approved by the funding agency?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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<b>M - For employees charged to the program, does the recorded time worked matches time paid as reflected in the payroll register?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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Additional Comments:

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## Payroll Taxes

*Objective:*

*To ensure that the Agency is calculating and remitting all payroll taxes, including unemployment compensation, to the appropriate agencies in a timely manner.*

<b>M - Are withholding and FICA taxes deposited on a timely basis and in accordance with payroll register data?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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<b>M - Was the Quarterly IRS Form #941 properly completed, submitted, and payroll taxes timely remitted to the regulatory agency? (Trace payment to bank statement)</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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<b>M - Was the Quarterly Florida Form #UCT-6 properly completed, submitted and Unemployment Compensation taxes timely remitted to the regulatory agency? (Trace payment to bank statement)</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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<b>M - Is the Yearly IRS Form #990 properly completed, submitted, and paid on time? (Trace payment to bank statement)</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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<b>M - Were all Tax or Insurance payments made on time (by due date)?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If No above, were interest and penalties assessed against the agency?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If interest and penalties were assessed, were these costs allocated to any public funding source?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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**Payroll Taxes**

- M** - Are IRS W-2 Forms distributed in a timely manner to current and prior employees?  Yes  No  N/A
- M** - Were the IRS 1090 Forms distributed in a timely manner to all contract employees?  Yes  No  N/A
- M** - Was the Social Security filing done in a timely manner?  Yes  No  N/A

Additional Comments:

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**Other Personnel Related Payments**

*Objective: To ensure that fringe benefit payments are made in a timely manner that avoids penalties and ensures continued coverage and compliance with current regulations*

- M** - Are payments to the following made in a timely manner?
- Health Insurance Provider  Yes  No  N/A
  - Life Insurance Provider  Yes  No  N/A
  - Dental Insurance Provider  Yes  No  N/A
  - Vision Insurance Provider  Yes  No  N/A
  - Other Insurance Provider(s). Please list: \_\_\_\_\_  Yes  No  N/A
- M** - If the Agency offers a retirement plan, are employee contributions and/or employer contribution deposited/submitted in a timely fashion?  Yes  No  N/A
- M** - If the Agency offers a defined contribution retirement plan, and has at least 100 eligible (need not be participating) staff, was an audit of the plan completed?  Yes  No  N/A

Additional Comments:

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**Fiscal****General**

*Objective:  
To obtain a picture of the Agency's overall fiscal capabilities.*

- M** - Are internal policies and procedures as listed in the Agency's Accounting Policy and Procedures Manual followed? This can be established by interviewing staff to gauge familiarity with the manual or by choosing a sample of policies and testing adherence to it.  Yes  No  N/A
- M** - Review the distribution of fiscal duties (i.e. who approves the expense, who cuts the check, who mails the payment). Is the distribution of duties adequate to safeguard assets?  Yes  No  N/A
- M** - Chart of Accounts:
- Does it include general ledger account codes, account descriptions and account status?  Yes  No  N/A
  - Does it support proper allocation by having revenue and expense categories  Yes  No  N/A

properly identified by program?	Yes	No	N/A
– Does it have an unallowable cost code to properly identify unallowable costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Indirect Cost.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Is there a cost allocation plan in writing and is it representative of the allocation used?	Yes	No	N/A
<b>M</b> - Review the Agency's cost allocation plan for reasonableness (i.e. are the indirect costs charged to the program representative of the program's size as compared to others operated by the agency?). Is it in compliance with the Title 2 Code of Federal Regulations, Subpart F, and Appendix IV to Part 200?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A

Additional Comments:

<b>Bank</b>	
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*Objective:*

*To ensure that the Agency has the appropriate cash flow to meet the needs of the program, that its management keeps abreast of the Agency's cash flow, and that it has taken steps to protect itself from fraudulent activities.*

<b>M</b> - Review bank statements to determine the cash flow position of the Agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Do bank statements reflect returned checks due to insufficient funds?	Yes	No	N/A
– Do bank statements reflect a positive balance at the end of the month?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Are bank statements reconciled monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Are adjustments properly documented and explained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Do the preparer and the immediate supervisor sign the reconciliation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> - Are checks pre-numbered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>R</b> - Do checks have an expiration date? To limit liability, it is recommended that check be marked with an expiration date, for example "Void after 90 days." (Some funders have guidelines and requirements as to what the valid period of a check may be.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> – Does Agency have a policy for signing checks (i.e. checks in excess of x amount require two signatures)? Note Agency's policy: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>R</b> – Are blank checks and the specimen signature stamp stored securely (under lock and key)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>R</b> – Are voided checks mutilated in some manner (i.e. signature section removed, perforated)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A

Additional Comments:

## Journals & Ledgers

*Objective:*

To ensure that the Agency has an accounting system that properly tracks all financial activities for the program.

**M** - Does the Accounting System include these major components:

- |                                                            |                          |                          |                          |
|------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| - Cash Receipts Journal? (i.e. deposit log, receipts book) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                            | Yes                      | No                       | N/A                      |
| - Cash Disbursements Journal? (i.e. check register)        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                            | Yes                      | No                       | N/A                      |
| - Accounts Payable?                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                            | Yes                      | No                       | N/A                      |
| - Accounts Receivable?                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                            | Yes                      | No                       | N/A                      |
| - General Ledger?                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                            | Yes                      | No                       | N/A                      |

**M** - Are entries to journals performed in a timely manner (approximately 30 days)?  Yes  No  N/A

**M** - Are Receipts and Disbursements reconciled monthly with the General Ledger?  Yes  No  N/A

**M** - Are adjustments properly documented and explained (journal entries)?  Yes  No  N/A

Additional Comments:

## Budget

*Objective:*

To ensure that the Agency's expenditures match those approved by the funder and that the budget matches the needs of the program.

**M** - Does the Agency maintain an agency-wide budget by funding source and expenditure category?  Yes  No  N/A

**R** - Does the Agency prepare a cash-flow analysis (expenditures vs. revenues) at least quarterly?  Yes  No  N/A

**M** - Does the Agency prepare a Budget Variance Report or otherwise track expenditures versus budgeted amounts on a regular (not more than quarterly) basis?  Yes  No  N/A

**M** - Do expenditure rates follow those expected from the budget approved by the funder?  
If No, can the Agency explain variances or is there a plan of action to reallocate resources?  Yes  No  N/A

Additional Comments:

## Accounts Payable

*Objective:*

To ensure that payments are properly documented and that the Agency have procedures to protect its assets from unnecessary expenditures such as penalties and duplicate payments.

Select a random number of charges from the general ledger provided and test to



determine the following:

<b>R</b> – Are payments generated by an original invoice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> – Do invoices detail the number of units, description, unit cost, and total?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> – Is payment approved by authorized staff/management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> – Are invoices effectively cancelled to avoid duplicate payments? (i.e. marked "Paid")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> – Do check and invoice amounts agree?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> – Are invoices paid in a timely manner? (i.e. within 30 days)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> – Are cancelled or imaged checks (front and back) available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>M</b> – For Tax-exempt Agencies ONLY, Is the Agency paying Sales Taxes? If YES, is the Agency filing for Sales Tax refunds from the State Department of Revenue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A

Comments:

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### Petty Cash

*Objective:*

*To ensure that cash expenditures are only used to meet small emergency needs and that the policies governing the petty cash are designed to safeguard the assets of the program and the Agency.*

<b>M</b> – Does the Agency use a petty cash fund for any program expenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A

If No or N/A, skip this section.

If Yes, review petty cash policies and procedures for the following:

– Is the petty cash fund balanced periodically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
– Is petty cash used ONLY for small purchases (less than \$15)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
– Does Agency have a policy to perform "surprise" checks on the fund?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
– Is there documentation that such policy is implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
– Is the petty cash funding replenished ONLY by check?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
– Are the petty cash funds securely stored (under lock & key)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
– Are the expenses authorized and signed by a person other than the custodian or person receiving money?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
– Is documentation available to back up the expenditures of the petty cash funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A

Additional Comments:

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**Documentation Protocols**

*Objective:*

*To ensure that the Agency has policies in place to protect itself and its clients by safeguarding its documentation and storing it as required by law.*

**M** – Does the Agency have a policy to maintain and store documentation as required by law and the individual funders?  Yes  No  N/A

Note that each program, funder, and the IRS have different storage requirements. In addition, fiscal documentation and client files may have different storage requirements under the same contract. When documents fall in more than one category, they must be stored for the longest period required.

**M** – Does the Agency have policies to safeguard client confidentiality?  Yes  No  N/A

**M** – Are hard copy files kept under lock and key?  Yes  No  N/A

Additional Comments:

**Electronic Recordkeeping**

**M** – Does the Agency have Electronic Recordkeeping Policies & Procedures?  Yes  No  N/A

**M** – Do Electronic Recordkeeping Policies & Procedures include a narrative of the system, location and media in which electronic records are maintained and retention requirements? (F.A.C. Rule 1B-26.003 – Electronic Recordkeeping)  Yes  No  N/A

**M** – Do the Agency’s electronic recordkeeping systems meet state requirements for public access to records in accordance with F.S. 119 – Public Records and 501.171 – Security of Confidential Information?  Yes  No  N/A

**M** – Does the Agency back-up electronic records on a regular and consistent basis in accordance with F.A.C. Rule 1B-26.003 – Electronic Recordkeeping? Is it documented?  Yes  No  N/A

**M** – Are electronic records stored in accordance with F.A.C. Rule 1B-26.003 – Electronic Recordkeeping? (i.e. away from magnetic fields, including generators, elevators, transformers, loudspeakers, microphones, headphones, magnetic cabinet latches and magnetized tools)  Yes  No  N/A

**M** – Are electronic records labelled in accordance with F.A.C. Rule 1B-26.003 – Electronic Recordkeeping? (Should include at minimum: name of organizational unit responsible for the data, system title, special security requirements/restrictions on access and software used at time of creation.)  Yes  No  N/A

**M** - Are the users of electronic recordkeeping systems sufficiently trained in the operation, care, and handling of the equipment, software, and media used in the system?  Yes  No  N/A

**M** - Are the electronic records scheduled for destruction disposed of in a manner that ensures any information that is confidential or exempt from disclosure, including proprietary or security information cannot practicably be read or re-constructed?  Yes  No  N/A

**M** – Are computerized records password protected?     
 Yes No N/A

Additional Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Procurement**

*Objective:*  
*To ensure that materials and services purchased with grant funds are properly reviewed and approved and are utilized by the program incurring the expense. In addition, practices such as using products with recycled materials support socially desirable causes.*

**M** – Does the Agency have written procurement policies (may be part of the Fiscal or Administrative Policy & Procedures manual), including emergency purchasing procedures?     
 Yes No N/A

**M** – Do the policies require written quotes for purchases?  
 Please specify the qualifying characteristic that, according to agency policies, triggers the need for written quotes (i.e. amount, type of equipment, sub-contract, etc.):     
 Yes No N/A

**M** – Do purchase orders clearly identify the program/center for which the purchase is being made?     
 Yes No N/A

**R** – Do purchases require the approval of management?     
 Yes No N/A

**M** – For State Contracts ONLY:  
 – Per Chapter 946, Florida Statutes, the Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) is considered as a source of goods.     
 Yes No N/A  
 – Where possible, products or materials with recycled content is used.     
 Yes No N/A  
 – Small and Minority Businesses are utilized, when possible, as sources of materials, equipment construction, and services per section 287.0945, Florida Statutes.     
 Yes No N/A

Additional Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**In-Kind Contributions**

*Objective:*  
*To identify the Agency's efforts in collaboration and ensuring that in-kind requirements for each funding source are met and do not conflict with each other.*  
*To ensure that in-kind contributions are utilized in accordance with the intention of the contributor.*

**M** – Does the Agency receive in-kind contributions?  
 If No or N/A, skip this section.     
 If Yes, review for the following: Yes No N/A

**M** – Does the Agency have procedures in place to record receipt of in-kind contributions (materials, services or cash)?     
 Yes No N/A

**M** – Are in-kind contributions properly allocated to the program for which they are made?     
 Yes No N/A

**M** – Are in-kind contributions utilized in accordance with the intent of the contributor?     
 Yes No N/A

**M** – Are contributions reasonably valued?

	Yes	No	N/A
<b>M</b> – Are in-kind contributions reported to funders appropriately and accurately?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> – Are the procedures utilized by the Agency sufficient to ensure that contributions are only reported once?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Additional Comments:

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### Travel Expenses

*Objective:*

*To ensure that travel expenses are properly reviewed and approved and that reimbursement procedures comply with best practices and single audit requirements.*

<b>M</b> – Does the Agency have policies and procedures in reference to staff travel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> – Does out-of-town travel require prior approval by appropriate management staff and funding source?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> – Are travel expense reimbursement requests properly documented with original invoices, boarding passes, receipts, maps, and other documentation as applicable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> – Is the Agency using appropriate rates for items that have a fixed reimbursement rate such as per diem or mileage rates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> – Do forms used to claim local travel reimbursement provide at least the following:			
– Odometer reading for trip starts and finish.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
– Destination (including name and address)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
– Purpose/Reason	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
– Statement signed by employee that report is true and accurate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
– Supervisor approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> – Is the agency following the Department of Economic Opportunities (DEO) State Travel Manual dated 9/26/11?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Additional Comments:

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### Program Revenues

*Objective:*

*To ensure that revenues generated through the program are properly managed and re-invested in a manner consistent with the intent of the funder.*

<b>M</b> – Does this program generate revenues? If No or N/A, skip this section.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If Yes, review procedures to determine the following:			
– Does the Agency have procedures for collection of such revenue (i.e. fees, interests)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
– Are revenues promptly deposited in the bank account of the program (within 48 hours)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
– Does the Agency prepare a periodic (monthly or quarterly) revenue flow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- |                                                                                                                |                          |                          |                          |
|----------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| report?                                                                                                        | Yes                      | No                       | N/A                      |
| - Are these revenues re-invested in program activities or otherwise expended as allowed by the program funder? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                | Yes                      | No                       | N/A                      |
| <b>R</b> - Does the agency reconcile reimbursements received from funders against the amounts billed?          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                | Yes                      | No                       | N/A                      |

Additional Comments:

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**Property**

*Objective:*

*To ensure that the Agency properly documents, tracks, and safeguards the fixed assets purchased with public funds.*

Perform only if the Agency has been funded, in current or prior funding cycles, for fixed assets such as equipment, building, or building improvements. This test includes fixed price contracts where rates were based on calculations that included capital expenditures.

- |                                                                                                                                  |                          |                          |                          |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| <b>M</b> – Does the fixed asset register include the following information and is signed and dated by the preparer:              |                          |                          |                          |
| - Description of the equipment                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                  | Yes                      | No                       | N/A                      |
| - Manufacturer’s serial number, model number, or other identification number                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                  | Yes                      | No                       | N/A                      |
| - Acquisition date and unit acquisition cost                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                  | Yes                      | No                       | N/A                      |
| - Funding source that holds the title                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                  | Yes                      | No                       | N/A                      |
| - Location and condition of the equipment                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                  | Yes                      | No                       | N/A                      |
| - Custodian of the equipment                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                  | Yes                      | No                       | N/A                      |
| - Disposition data, including date and method of disposal                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                  | Yes                      | No                       | N/A                      |
| <b>M</b> – Is a physical inventory taken and recorded on an annual basis?                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                  | Yes                      | No                       | N/A                      |
| <b>M</b> – Are property records reconciled to the General Ledger at least once annually?                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                  | Yes                      | No                       | N/A                      |
| <b>M</b> – Perform a physical inventory of a sample drawn from the fixed assets register. Do they agree? Note any discrepancies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                  | Yes                      | No                       | N/A                      |
| <b>M</b> – Are fixed assets being used in accordance with funding intent?                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                  | Yes                      | No                       | N/A                      |
| <b>M</b> – Are fixed assets paid for by the funders paid in full and free from liens?                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                  | Yes                      | No                       | N/A                      |
| <b>M</b> – Do disposal procedures include prior approval from funder?                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                  | Yes                      | No                       | N/A                      |
| <b>M</b> – Were fixed assets purchased within the contract period in which they were approved / funded?                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                  | Yes                      | No                       | N/A                      |
| <b>M</b> – Does the agency have a written fixed assets policies and procedures?                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                  | Yes                      | No                       | N/A                      |

Additional Comments:

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<b>Property</b>	
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<b>Sub-Contractors</b>	
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*Objective:*

*To ensure that payments made to subcontractors and consultants are properly documented and supported by properly executed contracts and/or agreements. To ensure that work performed by agents outside the Agency meet the needs of the program and the intent of the funders.*

Perform only if there are sub-contracts in place being paid with funding from the current contract year.

Note: Reviewer should differentiate between subcontracts for indirect and direct services (i.e. equipment maintenance versus medical treatment) in reviewing the following:

<b>M</b> – Are sub-contracts allowed under this funding? Some funding sources do not allow the use of sub-contracts to deliver direct services.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> - Was the sub-contract submitted to the funding source for approval prior to entering into the contract if required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> - Do authorized individuals from both the Agency and the sub-contractor sign the sub-contract?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> – Does the sub-contract include specific details regarding the scope of work and the payment method?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>R</b> – Is the sub-contract subject to annual renewal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> – Are sub-contractors required to carry liability insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> - Does the sub-contract include language to allow the termination of the same before its expiration? It should include, at a minimum, language that allows termination due to lack of performance by the sub-contractor or due to funding cuts or termination.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> - Does the sub-contract contain all clauses and provisions required by the program regarding record retention, privacy, access to records, and others? This test applies mostly to sub-contracts for direct services to clients/customers.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Additional Comments:

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<b>Licenses &amp; Accreditation</b>	
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*Objective:*

*To ensure that the Agency has received the appropriate licenses and such to meet the needs of the program and comply with local, state, and federal statutes.*

<b>M</b> – Are occupational licenses current and appropriate for the use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> – Do inspection reports show any areas of concern or non-compliance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If Yes, has the Agency taken steps to correct these areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If No, please elaborate: _____			
<b>M</b> – If the services offered require special operational licenses, are they current and appropriate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> – Required Licenses:			
_____ Expiration _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
_____ Expiration _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

\_\_\_\_\_ Expiration\_\_\_\_\_  Yes  No  N/A

\_\_\_\_\_ Expiration\_\_\_\_\_  Yes  No  N/A

Additional Comments:

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**Insurance**

*Objective:*

*To ensure that the Agency has adequate insurance to cover its risk exposure in a manner that ensures continued operations regardless of lawsuits or catastrophes.*

**M** – Review the Agency’s Accord Form to determine which policies are in place. The Agency should have the following:

- Commercial General Liability - Company Rating: \_\_\_\_\_  Yes  No  N/A  
Expiration Date:\_\_\_\_\_ Amount:\_\_\_\_\_
- Property (only if capital equipment exists) - Company Rating: \_\_\_\_\_  Yes  No  N/A  
Expiration Date:\_\_\_\_\_ Amount:\_\_\_\_\_
- Worker’s Compensation - Company Rating: \_\_\_\_\_  Yes  No  N/A  
Expiration Date:\_\_\_\_\_ Amount:\_\_\_\_\_
- Automobile Liability - Company Rating: \_\_\_\_\_  Yes  No  N/A  
Expiration Date:\_\_\_\_\_ Amount:\_\_\_\_\_
- Professional Liability Insurance - Company Rating: \_\_\_\_\_  Yes  No  N/A  
Expiration Date:\_\_\_\_\_ Amount:\_\_\_\_\_
- Director’s & Officers - Company Rating: \_\_\_\_\_  Yes  No  N/A  
Expiration Date:\_\_\_\_\_ Amount:\_\_\_\_\_
- Fidelity Bond - Company Rating: \_\_\_\_\_  Yes  No  N/A  
Expiration Date:\_\_\_\_\_ Amount:\_\_\_\_\_

Additional Comments:

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**Credit Card Transactions**

*Objective:*

*To ensure that the policies governing the use of corporate credit cards are designed to safeguard the assets of the program and the Agency and not used to circumvent normal purchasing policies.*

Complete this section if corporate credit cards have been issued in the Agency’s name:

- M** – Does the Agency perform monthly account reconciliation for all credit card accounts?  Yes  No  N/A
- M** – Are original receipts attached to the statement?  Yes  No  N/A
- M** – Review the number, size, and type of transactions. Are they reasonable and do not circumvent normal purchasing policies and controls?  Yes  No  N/A
- M** – Does the Agency have a written agreement with employees who are issued a corporate credit card? If Yes, answer the following:  Yes  No  N/A

<b>Credit Card Transactions</b>	
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- Does the agreement require the employee to submit original receipts for expenses charged to the card?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
- Does the agreement require that the employee return the card at the end of employment or at any time prior to separation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
- Does the agreement include provisions to ensure that employees pay for personal items or other non-allowable expenses charged to the credit card?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> – Does the Agency maintain a list of who has been issued credit cards and their corresponding credit card number?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> – Are corporate credit cards that are loaned to employees controlled through a log or some other mechanism, indicating date loaned, person’s name, purchase amount, and description, and date returned.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>M</b> – Does the agency have written credit card policies and procedures governing the credit cards? If applicable.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Additional Comments:

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**DECLARATIONS - TO BE COMPLETED BY ALL CONTRACTORS**

- 1. Please provide a complete accounting of all transactions of business completed during the past twelve (12) months between your Agency and other entities or businesses owned or controlled by members of the Board of Directors and / or senior management. Please provide copies of representative invoices for these transactions and describe what steps were taken to ensure that the amounts paid were reasonable and competitive.

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- 2. Are there any Board Members employed by any business or entity that has conducted any financial transactions with your Agency during the past twelve (12) months? If so, please provide an accounting and copies of representative invoices for these transactions; also explain what steps were taken to assure that the amounts paid were reasonable.

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- 3. Please list all civil litigation pending against your Agency. If applicable, include a statement as to the amount of each claim, and whether the potential loss would be covered by insurance.

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- 4. Are any amounts or reports due to the Internal Revenue Service (IRS) and/or the State of Florida that have not been paid or filed? Specify amounts, reports, and due dates.

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- 5. Please list all persons and their titles currently authorized to sign contract(s) with CSSF on behalf of your Agency.

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- 6. Please list your independent auditor, contact person, office address, telephone, fax number, and e-mail address.

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**7.** Has there been any change in structure / operations of your Agency over the past year? If yes, please describe in detail.

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**8.** Has there been staff turnover in key positions? If yes, what are the affected positions and reasons for the turnover?

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**9.** Has there been any client grievances / complaints filed against your Agency? If yes, what was the nature of the grievances, dates, and other pertinent information? Explain in detail.

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**10.** Do you operate satellite sites? If so, how many locations? Is the management of the satellite offices decentralized or centralized?

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**CERTIFICATION:**

**I hereby certify that the answers provided in this self-assessment document are true and accurate to the best of my knowledge. I understand that falsification or misrepresentation of any form on any question is considered a breach of contract, which may lead to the immediate termination of all contracts with CSSF.**

\_\_\_\_\_  
Signature – President/Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name – President/Executive Director

\_\_\_\_\_  
Signature - Chairperson of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name - Chairperson of the Board

\_\_\_\_\_  
Signature - Controller/Fiscal Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name - Controller/Fiscal Director

Revised date: 6/29/17

## ATTACHMENT A

### **LIST OF DOCUMENTS TO BE PROVIDED FOR ADMINISTRATIVE DESK REVIEW**

1. Most recent independent audit and Management Letter, if applicable. If already submitted to CSSF, please provide date submitted \_\_\_\_\_.
2. Most recent financial reports to management to include:
  - a. Current chart of accounts
  - b. Trial balance
  - c. Balance sheet
  - d. Income statement
  - e. Expenditure report
  - f. Budget variance report
  - g. Aging schedule of accounts receivable and payable
  - h. Agency-wide operating budget for Program year 18-19
  - i. Fixed assets trial balance.
  - j. The most recent agency-wide general ledger and the two preceding months.
3. Minutes of the three (3) most recent board, finance committee, or any other committee meetings.
4. The two (2) most recent Employer's Quarterly Federal Tax Return submitted to the IRS (Form 941) and the Florida Department of Revenue Employer's Quarterly Report submitted to the State of Florida (Form RT-6), as well as copies of supporting documentation evidencing the deposit of payroll taxes and payment of Unemployment Compensation taxes.
5. A copy of check registers for each bank account for the most recent three (3) month period.
6. Complete copies of the bank statements and corresponding reconciliations for each account for the most recent three (3) month period.
7. Complete copies of the corporate credit card statements for each account for the most recent three (3) month period, if applicable.
8. Payroll registers for the last two (2) pay periods.
9. Cost Allocation Plan and Indirect Cost Rate Agreement, if applicable.
10. An employee roster that includes positions, titles, professional licenses / certifications, assigned departments, and percentage allocated, if applicable.
11. A current roster listing the members of the Board of Directors, to include position, addresses, telephone numbers, e-mail addresses, fax number, gender, race, ethnicity and term expiration.
12. Copies of any Subcontractor or Professional Agreements, whose costs have been charged in whole or in part, directly or indirectly, to CSSF funds.
13. Copies of current leases.
14. If program income was earned, please provide the allocation of the revenue to program funds or its disposition.

Note: If any item above is not applicable, please mark "N/A" next to the item and briefly explain why it is not applicable to the Agency.

**PAYMENT FOR PERFORMANCE  
IN-SCHOOL YOUTH  
PY'2020-2021**

- I. The Contractor shall be paid, barring disallowances, the full amount of the **monthly reimbursement** request based upon the **Cost Reimbursement** funding award amount. Performance incentives are based upon a **seven percent (7%) holdback**. These incentives shall be distributed to those Contractors who attain the performance specified in **Attachment 1-CSSF Specifications for In-School Youth Program Balanced Scorecard Report** and **Attachment 2-Payment Provisions Table**.
- A. The **seven (7%)** Performance Holdback amount is divided as follows:
- **Three percent (3%)** shall be utilized to pay staff incentives to both programmatic and administrative employees. No more than 10% of the three percent (3%) holdback may be used to pay administrative employee incentives.
  - **Four percent (4%)** shall be utilized to pay for allowable operational costs to implement the program as set forth in **Exhibit A-Statement of Work** and **Exhibit AA-Program Design and Service Delivery**.
  - The Performance Holdback amount shall be utilized to pay work experiences costs as set forth in **Article IV, Section M** of this Contract.
  - Holdback shall only be paid when Contractor has met the required **25%** Work Experience expenditure, as set forth in **Article IV, Section M** of this Contract, for the YTD period in which the holdback is awarded.
- B. The **Cost Reimbursement** funding award amount shall not be utilized to pay staff incentives.
- C. Indirect Costs shall be applied to the **seven (7%)** Performance Holdback amount in the same manner as it is applied to the **Cost Reimbursement** funding award amount. In no event shall the administrative costs exceed **ten percent (10%)**, or the Indirect Cost Rate, whichever is less.
- II. **Sixty-five percent (65%)** of the seven percent (7%) Performance Holdback Payment shall be based upon Individual Contractor performance quarterly, and **thirty-five percent (35%)** of the Performance Holdback Payment shall be based upon additional Individual Contractor Performance annually per program year (as specified in **Attachment 1-CSSF Specifications for In-School Youth Program Balanced Scorecard Report** and **Attachment 2-Payment Provisions Table**), which shall be applied for PY'2020-2021 as follows:
- A. **Individual Contractor (IC) Quarterly Performance (65%)**
- IC Quarterly Performance shall be measured at the Contractor Level Quarterly for the performance indicator(s) defined in **Attachment 1-CSSF Specifications for In-School Youth Program Balanced Scorecard Report**.
1. If the Individual Contractor meets the IC performance measures defined in **Attachment 1-CSSF Specifications for In-School Youth Program Balanced Scorecard Report** and set forth in **Attachment 2-Payment Provisions Table**:
    - The Contractor shall receive an **incentive payment** for the performance measures as set forth in **Attachment 2-Payment Provisions Table**.

- Individual Contractor shall meet the Required New Enrollments as stated in **Attachment 2-Payment Provisions Table** no later than March 31, 2020. Performance measure will be based on enrollments entered in the state data base as of March 31, 2020. If the IC meets the performance measures as set forth in **Attachment 2-Payment Provisions Table** Required New Enrollments, the allocated funds will be distributed after March 31, 2020.
2. If the Individual Contractor does not meet or the measure has no data for the IC Performance measures defined in **Attachment 1-CSSF Specifications for In-School Youth Program Balanced Scorecard Report** and set forth in **Attachment 2-Payment Provisions Table**:
- The Contractor shall **forfeit** an amount based upon the percentage of the performance measure that was not met for the incentive holdback as set forth in **Attachment 2-Payment Provisions Table**.

**B. Individual Contractor (IC) Annual Performance (35%)**

IC Annual Performance shall be measured annually for the performance indicator(s) defined in **Attachment 1-CSSF Specifications for In-School Youth Program Balanced Scorecard Report**.

1. If the Individual Contractor meets the performance measures defined in **Attachment 1-CSSF Specifications for In-School Youth Program Balanced Scorecard Report** and set forth in **Attachment 2-Payment Provisions Table**:
- The Contractor shall receive an **incentive payment** for the performance measures as set forth in **Attachment 2-Payment Provisions Table**.
2. If the Individual Contractor does not meet or the measure has no data for the performance measures defined in **Attachment 1-CSSF Specifications for In-School Youth Program Balanced Scorecard Report** and set forth in **Attachment 2-Payment Provisions Table**:
- The Contractor shall **forfeit** an amount based upon the percentage of the performance measure that was not met for the incentive holdback as set forth in **Attachment 2-Payment Provisions Table**.
  - If the contractor exits a youth case without written authorization, SFWIB shall apply a financial consequence of \$1,000.00 per occurrence.
  - Failure to obtain prior written approval from the SFWIB to exit participants from the funded program shall constitute a breach of this Contract and shall result in a deduction as specified above and may result in deobligation of current funds or non-consideration for future funding.

**III. Periods of Performance Measurement**

IC Quarter performance shall be measured **two times** during the following PY'2020-2021 periods:

- **July 1, 2020 to December 31, 2020**
- **January 1, 2021 to March 31, 2021**

IC Annual performance shall be measured **one time** during the following PY'2020-2021 periods:

- **July 1, 2020 to March 31, 2021**

**IV. SFWIB reserves the right to make future funding decisions based upon the Contractor's individual performance by Contractor as set forth in Attachment 1-CSSF Specifications for In-School Youth Program Balanced Scorecard Report and Attachment 2-Payment Provisions Table, attached hereto and incorporated herein.**



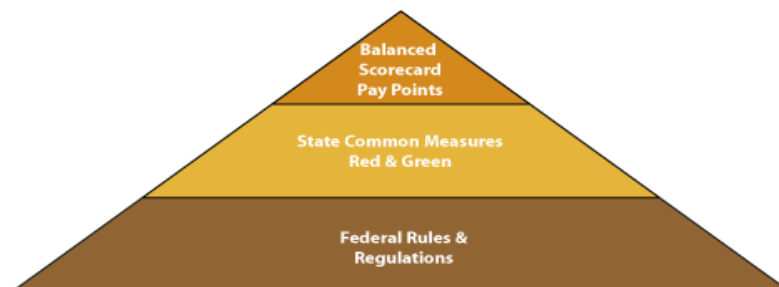
## CSSF Specifications for In-School Youth Program Balanced Scorecard Report

### I. Purpose

The purpose of the 2020-2021 South Florida Workforce Investment Board (SFWIB) Balanced Scorecard Report is to strengthen and make the SFWIB's workforce service delivery system more effective and efficient by simplifying complex measures systems, integrating multilevel performance indicators and focusing on the basics such as employment outcome and self-sufficiency. The Balanced Scorecard Report is a performance measure system that is also used as a payment structure to improve employment opportunities for all jobseekers and increase businesses' competitive advantage in a global economy.

The SFWIB's performance structure is derived from the local, state and federally mandated measures. The comprehensive multilevel performance measures system was used to distinguish the organization's goals and define the Balanced Scorecard measures. This system shall assist Workforce Development Area 23 (Area 23) in exceeding performance and serving all participants. The graph below illustrates the vertical integration of the multilevel performance measures system.

The Balanced Scorecard Report acts as a measurement system, strategic management system, and communication tool. It provides a compass for resource allocation to the SFWIB Contractors by sorting and prioritizing dozens of state and federal mandates. It simplifies the complex and perplexing Workforce performance system, which in turn enhances Contractors' to allocate human capital and financial resources in areas that shall collectively benefit Area 23's performance.



This document describes the specifications for the Balanced Scorecard Report 1) selection criteria, 2) reporting elements, and 3) logic used to obtain the different reporting elements. It is



organized in three sections: Required Quarterly Measures, Required Annual Measures and Additional Performance Measures.

## II. Report Methodology

Listed below are the SFWIB's methodologies used to define and calculate the performance accountability requirements for Area 23. Data will be obtained from the Employ Miami-Dade (EMD)/Employ Monroe (EM) and Workforce Management System (WFMS) data warehouse and computed using the following listed methodologies.

Acronyms	Systems	Programs
EMD/EM	Employ Miami-Dade/Employ Monroe	The Workforce Innovation and Opportunity Act (WIOA) Youth
WFMS	Workforce Management System	All Youth Programs

### Definition

**Global Exclusion -** A participant who is hard exited has a planned gap in service that will exceed 90 days. This individual is not considered an exiter and does not count in performance.

***ANY MEASURE CONTAINING NO DATA WILL BE CONSIDERED NOT MET AND WILL NOT BE EARNED/PAID.***

### A. Required Quarterly Measures (65% Payment) – Quarterly Per Contractor

#### 1) Number of New Enrollments

Number of New Enrollment reflects the number of all youth 14-21 enrolled between July 1, 2020 and March 31, 2021.

#### Data Source

The data for this measure is collected and analyzed using the EMD/EM system.

#### 2) Measureable Skills Gain

Measurable Skills Gain reflects the percentage of participants who, during the program year, are in education or training programs that leads to a recognized postsecondary credential or employment and who are achieving measureable skills gains, defined as documented academic, technical, occupational, or employment. The measurable skill gains indicator is used to measure interim progress of

participants who are enrolled in education or training services for a specified reporting period. Therefore, it is not an exit-based measure. This performance will be measured at 90%.

- Number of program participants during the reporting period who are in an education or training program that leads to a recognized postsecondary credential or employment and are achieving measurable skill gains based on attainment of at least one type of gain.

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- Divided by the number of program participants during the reporting period who are in an education or training program that leads to a recognized postsecondary credential or employment. This includes participants who continue to receive services as well as those who have participated during the reporting period and have exited the program.

#### **Data Source**

The data for this measure is collected and analyzed using the EMD/EM system.

### **3) Title I Youth Education and Employment Rate-2<sup>nd</sup> Quarter After Exit**

Title I Youth Education and Employment Rate-2<sup>nd</sup> Quarter After Exit reflects the percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program. This performance will be measured at 90%.

- The number of Title I Youth program participants who exited during the reporting period who are found to be employed, either through direct UI wage record match, Federal or military employment records, or supplemental wage information, OR found to be enrolled in secondary education, postsecondary education, or occupational skills training (including advanced training) in the second quarter after the exit quarter.

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- Divided by the number of Title I Youth program participants who exited the program during the reporting period.

#### **Data Source**

The data for this measure is collected and analyzed using the EMD/EM system.

**4) Title I Youth Education and Employment Rate- 4<sup>th</sup> Quarter After Exit**

Title I Youth Education and Employment Rate-4<sup>th</sup> Quarter After Exit reflects the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program. This performance will be measured at 90%.

- The number of Title I Youth program participants who exited the program during the reporting period who are found to be employed, either through direct UI wage record match, Federal or military employment records, or supplemental wage information, OR found to be enrolled in secondary education, postsecondary education, or occupational skills training (including advanced training) in the fourth quarter after the exit quarter.
- 
- Divided by the number of Title I Youth program participants who exited the program during the reporting period.

**Data Source**

The data for this measure is collected and analyzed using the EMD/EM system.

**5) Median Earnings- 2<sup>nd</sup> Quarter After Exit**

Median Earnings-2<sup>nd</sup> Quarter After Exit reflects the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program, as established through direct UI wage record match, Federal, military employment records, or supplemental wage information. This performance will be measured at 90%.

- The total quarterly earnings, for all participants employed in the second quarter after exit, are collected by either direct wage record match or supplemental wage information. The collected quarterly wage information values are listed in order, from the lowest to the highest value. The value in the middle of this list is the median earnings value, where there is the same quantity of numbers above the median number as there is below the median number.

### **Data Source**

The data for this measure is collected and analyzed using the EMD/EM system.

## **B. Required Annual Measures (35% Payment) – Annually per Contractor**

### **1) Credential Attainment**

Credential Attainment reflects the percentage of participants enrolled in an education or training program (excluding those in OJT and customized training) who attained a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. This performance will be measured at 90%.

➤ The number of participants who exited during the reporting period who obtained a recognized postsecondary credential during the program or within one year after exit OR those who were in a secondary education program and obtained a secondary school diploma or its recognized equivalent during the program or within one year after exit and were also employed, or in an education or training program leading to a recognized postsecondary credential within one year after exit.

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➤ Divided by the number of participants enrolled in an education or training program (excluding those in OJT and customized training) who exited during the reporting period.

### **Data Source**

The data for this measure is collected and analyzed using the EMD/EM system.

### **2) WIOA Error Rate (Annually)**

WIOA Error Rate (Annually) reflects the Quality Assurance (QA) Data Validation reviews performed by the QA unit during the Program Year for all WIOA Contractors. This performance is measured annually at 3% or less.

### **Data Source**

The data will be obtained from the File Review and/or the System Review Tool (OCI).

**C. Additional Performance Measure (Not a Pay Point)**

**1) WIOA Follow-Up (Quarterly)**

WIOA Follow-Up (Quarterly) reflects the total number of WIOA Youth follow-up completed divided by the number of all WIOA Youth # with follow-up due during the quarter. This performance is measured at 100%.

➤ The total # number of all WIOA Youth follow-up completed

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➤ Divided by the # of WIOA Youth with follow-up due during the quarter

**Data Source**

The data for this measure is collected and analyzed using the EMD/EM system.

Payment Provisions Table

YOUTH CO-OP, INC. (Miami-Dade)										
IN-SCHOOL YOUTH PROGRAM (ISY)-PY'2020-2021										
Performance Payment Holdback-7%										\$ 43,466
Measure	Standard	Pay Point %	Minimum per Quarter	Payment at Risk July - Dec 2020	Actual Performance	Payment Earned July - Dec 2020	Payment at Risk Jan - Mar 2021	Actual Performance	Payment Earned Jan - Mar 2021	Total
Quarterly (65%)			66.66%				33.34%			
WIOA										
Active Case Load (7/1/2012-6/30/2020)	670									
Number of New Enrollments	207	25%	69	\$ 7,193			\$ 3,598		\$ -	\$ -
Measurable Skills Gains	90%	15%		\$ 4,316			\$ 2,159		\$ -	\$ -
Title I Youth Education and Employment Rate-2nd Quarter After Exit	90%	10%		\$ 2,877			\$ 1,439		\$ -	\$ -
Title I Youth Education and Employment Rate-4th Quarter After Exit	90%	10%		\$ 2,877			\$ 1,439		\$ -	\$ -
Median Earnings-2nd Quarter After Exit	90%	5%		\$ 1,439			\$ 720		\$ -	\$ -
Quarterly Performance Payment		65%		\$ 18,702		\$ -	\$ 9,355		\$ -	\$ -
Measure	Standard	Pay Point %		Payment at Risk July - Dec 2020	Actual Performance	Payment Earned July - Dec 2020	Payment at Risk Jan - Mar 2021	Actual Performance	Payment Earned Jan - Mar 2021	Total
Annually (35%)										
Credential Attainment	90%	30%					\$ 13,040			\$ -
Error Rate	3% or less	5%					\$ 2,065			\$ -
		35%					\$ 15,105			\$ -
Total Performance Payment		100%		\$ 18,702		\$ -	\$ 24,460		\$ -	\$ -

N/D=No Data

**IN-SCHOOL YOUTH  
REPORTING REQUIREMENTS  
(JULY 1, 2020 THROUGH JUNE 30, 2021)**

<b>Description</b>	<b>Due Date</b>	<b>Number of Copies (Electronic)</b>	<b>Submit to:</b>
Self-Assessment Questionnaire	Not later than 30 days after Contract Execution.	<b>1 (Electronic)</b>	Office of Continuous Improvement (OCI)
Indirect Cost Rate	The lesser of thirty (30) days of Contract execution or along with the program budget.	<b>1 (Electronic)</b>	Finance
Cost Allocation Plan	The lesser of thirty (30) days of Contract execution or along with the program budget.	<b>1 (Electronic)</b>	Finance
Background Screening Affirmation/Acknowledgement Form	No later than ten (1) business days prior to employment, volunteerism, or performance of any work for any SFWIB-funded program.	<b>1 (Original)</b>	Quality Assurance
Procurement Requests	Not later than 60 days prior to Contract Termination.	<b>1 (Original)</b>	Contract Manager
Inventory Report	As set forth in written instructions from the SFWIB.	<b>1 (Electronic)</b>	Administration
Annual ETA Salary Cap Analysis Certification Form	March 1, 2021	<b>1 (Original)</b>	Finance
<b>INTRANET REQUIRED REPORTS</b>			
Staffing Roster/New Hire/Termination Report (Attachment 1)	10 <sup>th</sup> of each month	<b>1 (Electronic)</b>	Youth Programs
Supervisory Quality Assurance Case Reviews	10 <sup>th</sup> of each month	<b>1 (Electronic)</b>	Quality Assurance





## DEFINITIONS

**Administrative Cost:** Costs that are associated with the overall management and administration of the program and are not related to the provisions of services to participants.

**Adult Basic Education:** Adult Basic Education (ABE) programs serve individuals whose skills are less than ninth-grade-level or who have limited English proficiency. ABE Programs offer help with reading, writing, math, ESL, and other skills that can be used in the workforce.

**Adult Education:** Services or instruction below post-secondary level for students who (a) have attained 16 years of age; (b) are not enrolled or required to be enrolled in secondary school under State law; and (c) (1) lack sufficient mastery of basic educational skills to enable the learners to function effectively in society; (2) do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or (3) are unable to speak, read, or write the English language.

**Adult Mentoring:** The process of matching an adult advisor with a youth participant in order to assist the youth in successfully completing services for a minimum duration of twelve (12) months. The role of a mentor may also include assisting the youth in transitioning into employment with the ultimate aim of job retention. It is one of the fourteen required youth program elements.

**Advanced Training:** An occupational skills employment/training program, not funded under Title I of the WIOA, which does not duplicate training received under Title I. Includes only training outside of the One-Stop system (WIOA and partners), i.e., training following exit.

**Aging Out of Foster Care:** Youth aging out of foster care are those individuals that at age 18, are no longer eligible for adult supervised care.

**Alien:** A foreign-born person who has not qualified as a citizen of the country. Aliens may be residents or non-residents of the United States.

**Allowable Costs:** Those costs which are necessary, reasonable and allowable under applicable Federal, state and local law for the proper administration and performance of the services to be provided under this Contract. The Contractor payments or reimbursements under this Contract are for allowable costs only.

**Alternative Education:** A student need based school or program that is an alternative to the school in which the student would normally attend.

**Amendment:** See Modification.

**Applicant:** Applicants are those persons seeking services under the youth program, who have filed a completed application and for whom a formal eligibility determination was made, where applicable.

**Apprenticeship Training:** A formal process by which individuals learn their jobs through a combination of classroom instruction and On-the-Job Training (OJT) from a skilled expert in their specific job.

**Assessment:** The process of evaluating a participant to determine basic academic skills, work and job readiness skills, computer literacy, career interests and aptitudes, personal strengths and challenges and support service needs. Also, the process of gathering, combining and evaluating a variety of information used to make a career or employment related decision with a participant. The goal is to accurately evaluate the youth in order to develop an appropriate service strategy to meet the individual needs.

**Audit:** A systematic review by a CPA or other duly certified and licensed individual or organization to determine and report whether Contractor's financial operations are being properly conducted, financial reports are being presented fairly and applicable laws and regulations are being complied with.

**Background Screening:** Search of an individual's criminal records. A background check may include the search of driving records, former employer references, and character references. Background screenings shall comply with all

applicable federal, state and/or local laws, regulations and ordinances regarding background screening of employees, volunteers and subcontracted personnel.

**Barriers to Employment:** A physical condition or personal situation that make it hard to find or keep a job. Any demonstrated characteristics of a youth that interferes with his/her ability to participate in the labor market arena or prohibits their opportunities for employment and/or promotion.

**Basic Skills:** Essential academic and personal abilities that enable a person to succeed in school and the workplace. Traditional referred to as basic education skills - reading, writing, and arithmetic. In recent years, educators and employers have expanded the definition to include a number of cognitive and interpersonal abilities, including the capability to think and solve problems, communicate information in oral, written, and electronic forms, work effectively alone and in teams, and take personal responsibility for self-development. Individuals with the *lowest* skill levels for services to adults (16 and over) with limited basic skills.

**Basic Skills Deficient:** An individual who computes or solves problems, reads, writes, or speaks English at or below the eighth grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society. Also, an individual who has English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test and is unable to compute or solve problems, or read, write or speak English , at a level necessary to function, in the individual's family, or in society.

**Basic Skills Goal:** A goal that once attained will demonstrate a measurable increase in basic education skills that include reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.

**Below Grade Level:** Educational attainment that is one or more grade levels or credits below the grade level appropriate to the age of the individual.

**Business Day:** A regular workday, Monday through Friday, from 8:00 a.m. to 5:00 p.m. local time in Miami, Florida other than Saturday, Sunday, or a holiday recognized by the SFWIB.

**CareerSource centers:** Florida's One-Stop centers. The cornerstone of the workforce system, a center that delivers unified training, education, and employment programs and services into a single, customer-friendly system within each community.

**Career Counseling:** The process of increasing a youth's awareness and understanding of the relationship between the youth's interests, aptitudes, current skill level and knowledge and the range and requirements of career options that are available to the youth.

**Career Exploration:** Career exploration is designed to provide some in-depth exposure to career options. Activities may include identifying potential careers through the study of career opportunities in particular fields, job shadowing and internships and other work experiences, career fairs, field trips to employer's place of business and review of local labor market information.

**Career Exposure:** Activities that provide actual work experience connecting classroom learning to work.

**Career Ladder:** A group of related jobs or occupations linked together by common or complementary skills that provide workers with career advancement opportunities and employers with a pipeline of trainable employees.

**Career Pathways:** A combination of rigorous and high-quality education, training, aligns with the skill needs of industries in the economy of the State or regional economy, counseling to support an individual in achieving the individual's education and career goals, organizes education, training and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable, helps an individual enter or advance within a specific occupation or occupational. A clear sequence, or *pathway*, of education coursework and/or training credentials aligned with employer-validated work readiness standards and competencies that allow workers to advance to increasingly higher levels of education and employment. Career pathways provide a framework for weaving together basic and post-secondary education and workforce training, including adult education, job-training, and college programs, that currently are separated into silos, and connecting those services to employers' workforce needs.

**Career Planner:** One-on-one assistance and career counseling, Individual Employment Plans jointly developed by the participant to identify job search goals and needed services. Merged core services and intensive services with no service sequence to most effectively serve participants to ensure access to necessary workforce innovation opportunity activities and support and completion of the program.

**Career Planning:** Structured exercise undertaken to identify one's objectives, marketable skills, strengths and weakness.

**Certificate:** A certificate is a document that is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. Certificates are awarded a state educational agency or a state agency responsible for administering vocational and technical education within a state, an institution of higher education described in section 102 of the Higher Education Act, a professional, industry or employer organization using a valid and reliable assessment of an individual's knowledge, skills and abilities, a registered apprenticeship program, Job Corps centers that issue certificates, a public regulatory agency, i.e., FAA certification, state certified asbestos inspector.

**Case Management:** The provision of a client-oriented approach in the delivery of services, designed to prepare and coordinate comprehensive educational and employment plans for participants to ensure access to necessary workforce investment activities and support services and successful completion of the program.

**Citizen, U.S.:** All persons born in the United States, or whose parents are U.S. Citizens, or who have been naturalized by the U.S. Government.

**Classroom Training:** Academic and/or occupational training conducted in an institutional setting.

**Code of Federal Regulations (CFR):** A codification of general and permanent rules/regulations that have been compiled by the Office of the Federal Register and is divided into fifty (50) titles, which cover broad areas subject to Federal regulation.

**Co-Enrollment:** The state of being a participant in two or more programs at the same time period.

**Collaboration:** A mutually beneficial alliance of groups/agencies that come together to achieve common goals.

**Community Based Organization (CBO):** A non-profit organization that originates and is developed locally to serve the needs of the community in which it is based. Services provided are varied and can include health, education, housing, and employment training. A Community Based Organizations is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.

**Competency:** A performance standard to be attained in a specific area. Each area has an established set of competencies participants are to attain to meet the certification requirements for each activity in which they are enrolled.

**Competency-Based Education:** An outcomes-oriented approach in which student mastery of learning outcomes is assessed and certified through observational methods, such as task performance, exams, demonstrations, or other direct measures of proficiency. Credentials are awarded based on the mastery of specific competencies as demonstrated through performance-based assessments.

**Comprehensive Guidance and Counseling Services:** Comprehensive Guidance and Counseling Services provide individualized counseling to participants, which includes, substance and alcohol abuse counseling mental health counseling and referral to partner programs, as appropriate.

**Computer:** An internally programmed, automatic device that performs data processing. Refers to the desktop and laptop computers that most people use. When referring to a desktop model, the term "computer" as used herein refers to the motherboard, CPU, memory (or RAM), hard drive, video card, monitor, keyboard, mouse, and all other components attached and/or contained within the case.

**Computing Devices:** Machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information (2 CFR Part 200.20).

**Contextualized Learning Strategies:** Instruction that embeds traditional academic content (*e.g.*, reading, writing, mathematics) within a context that is meaningful to students' daily lives and/or interests; real-world experiences are integrated into the curriculum, and knowledge, skills, and abilities are developed in the context in which they will be used.

**Continuous Improvement:** Commitment to improving performance using a team approach to decision-making using systematic collection and analysis of performance data.

**Contract Management:** Includes activities that provide reasonable assurance that the contractor complies with the terms, conditions and other performance requirements of the contract; includes the monitoring and analysis of information to determine if performance is consistent with the contract provisions.

**Contractor:** The organization that enters into a contract with the SFWIB.

**Cost Allocation Plan:** A plan that identifies and distributes the cost of services, departments and/or functions according to benefits received. It is a means to substantiate and support how shared costs of a program are charged to a particular cost category.

**Cost Reimbursement Contract:** This is an agreement format that provides for the reimbursement of all allowable costs that have been identified and approved in the contract budget; contractors must maintain documentation sufficient to support the costs. This contract provide for payment of allowable incurred costs, to the extent prescribed in the contract. These contracts establish an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the contractor may not exceed (except at its own risk) without the approval of the contracting officer.

**Credential:** A credential is defined as a nationally recognized degree or certificate or state/locally recognized degree or certificate. Credentials include, but are not limited to a high school diploma, GED or other recognized equivalents, post-secondary degrees/certificates, industry recognized skill certificates and licensure or other industry recognized certificates. State recognized or regulated licenses or certificates shall also be included covering positions such as nursing, cosmetology, teaching, police or corrections as well as a wide variety of other positions and skill sets.

**Credential Attainment:** The percentage of those participants enrolled in an education or training program (excluding those in On-the-Job Training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

**Credential Rate:** The number of older youth who exit and are employed, enrolled in post-secondary education or advanced training in the first quarter after exit and received a credential by the end of the third quarter after exit divided by the number of youth who exit during the same period. Credentials can be obtained while a person is still participating in services and up to a year following exit.

**Customer Satisfaction:** This measure is designed to assess the level of satisfaction experienced by customers who participate in the SFWIB program.

**Data:** A representation of information, knowledge, facts, concepts, computer software, computer programs, or instructions. Data may be in any form, in storage media or stored in the memory of the computer or in transit or presented on a display device.

**Data Collection:** The collection and recording of information pertinent to the contract, including but not limited to participant and employer demographics, services and outcome data information.

**Data in Transit:** Data being transferred via the following, but not limited to, networks (*e.g.* the Internet), mobile telephones, wireless microphones, wireless intercom systems, Bluetooth devices, etc.

**Data Storage:** The act of saving electronic, audio/visual, oral, and written information to an electronic or conventional location for archival purposes.

**Data Transmission:** The act of sending electronic, audio/visual, oral, and written information to a specified location(s).

**Date of Participation:** Represents the first day, following a determination of eligibility, that the participant begins receiving a service funded by the program.

**Department of Children and Families (DCF):** The Florida state agency that provides various social services to assist groups including the following: Children, Adults, Refugees, the Homeless, Disabled individuals, the Elderly and Domestic Violence/Human Trafficking Victims.

**Department of Economic Opportunity (DEO):** The Florida State agency that administers funds and programs from the U. S. Department of Labor and Health and Human Services.

**Dependent:** One who relies upon another person for support.

**Diploma or Equivalent:** Number of younger youth who attained secondary school diploma or equivalent by the end of the first quarter after exit divided by the number of younger youth who exit during the same period (except for those still remaining is secondary school at exit). Youth ages 14-18 Diplomas or Equivalent Attainment Rate – This measure monitors the total number of participants who enter the WIOA youth program, receive services prior to the age of 19 and obtain a diploma.

**Disabled Youth:** A youth who has a physical (motion, vision, hearing), emotional/behavior disorder (including substance abuse) or mental (learning or developmental) impairment which substantially limits the youth's major life activities or has a record of such impairment, or is regarded as having such an impairment, but which does not result in substantial impediment to employment. Or, the youth may have a disability, which is an impediment to employment.

**Disabilities:** The 1990 Americans with Disabilities Act defines individuals with disabilities as including any individual who: (1) has a physical or mental impairment that substantially limits one or more of the major life activities of that individual; (2) has a record of an impairment described in paragraph (1); or (3) is regarded as having an impairment described in paragraph (1). This definition includes any individual who has been evaluated under Part B of the Individuals with Disabilities Education Act and determined to be an individual with a disability who is in need of special education and related services; and any individual who is considered disabled under section 504 of the Rehabilitation Act of 1973. At the secondary level, counts of disabled students are typically based on whether a student has an Individualized Education Plan (IEP). At the postsecondary level, counts of disabled students are typically based on student self-reports of disabling conditions.

**Documentation:** The physical evidence that is obtained during the verification process, including written confirmation by an authorized agency or organization of one or more WIOA eligibility criteria, and which reflects the individual's status as of the date of registration for such eligibility criteria. Such evidence would be hard copies of documents, completed telephone/documents inspection forms and signed self-certification statement.

**DUNS:** "Data Universal Numbering System (DUNS) number", means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities, which is used as the identification number for Federal Contractors.

**Earning Gains:** A performance measure that is used to monitor the average gain in earnings of WIOA youth participants age 19-24 after entering employment. Of those older youth who are employed in the first quarter after exit and who are not enrolled in post-secondary education or advanced training in the third quarter after exit. Total post-program earnings minus pre-program earnings divided by the number of older youth who exit during the same period.

**Economically Disadvantaged:** An individual who received an income, or is a member of family that received a total of family income, that, in relation to family size, does not exceed the higher of the poverty line; or seventy percent (70%) of the lower living standard income level.

**Educational Functioning Level:** The six Adult Basic Education (ABE) and six English as a Second Language (ESL) levels describe sets of skills and competencies that participants entering at that level demonstrate in the areas of reading, writing, numeracy, speaking, listening, functional and workplace skills. Participants are placed in levels based on their performance on standardized tests.

**Educational Gain:** An increase in the educational functioning level of an individual as evidenced by the score attained in a post-test as compared to the score attained in a pre-test administered at entry into the program.

**Electronic Data Systems:** See Information Technology Systems.

**Eligible Provider:** The term “eligible provider”, used with respect to: 1) Training services, means an organization, such as a public or private college and university, or community-based organization whose application has been approved for the State list of training services as identified under section 122 (e) (3) of the Act; 2) Intensive services, means a provider who is identified or awarded a contract as described under section 134 (d) (3) (B) of the Act; 3) Youth activities, means a provider who is awarded a grant or a contract under section 123 of the Act; or 4) Other workforce investment activities, means a public or private entity selected to be responsible for such activities, such as a one-stop operator designated or certified under section 121 (d) of the Act.

**Eligible Training Provider List (ETPL):** A statewide collection of providers that are approved to give services through the One-Stop system. These lists contain consumer information, including cost and performance information for each of the providers, so that participants can make informed choices on where to use their Individual Training Accounts.

**Employment and Training Administration (ETA):** Department of Labor (DOL)-Employment and Training Administration, the part of DOL with direct responsibility for WIOA programs.

**Eligibility:** The process used to obtain information about an applicant’s eligibility status at the time of registration and to identify and evaluate information, which are necessary for the participant’s eligibility determination for WIOA and/or TANF services. At the time of enrollment, a participant must be a legal U.S. resident, between the ages of 14 through 24. If the participant is a male and 18 or older, he must also be registered with the Selective Service.

**Emancipated Minor/Youth:** A youth, age 16-17, whose parents have entirely surrendered the right to the care, custody and earnings of such minor, no longer are under any duty to support or maintain such minor, and/or have made no provision for the support of such minor.

**Employ Miami-Dade (EMD)/Employ Monroe (EM):** Formerly Employ Florida (EF). EMD/EM is a powerful on-line labor exchange tool which connects employers to jobseekers while providing access to workforce tools, resources and local workforce experts. The site offers job listings posted by CareerSource centers or employment providers and also uses “spidering” technology to capture openings from recruiting pages of company websites throughout the state.

**Employability Skills:** Also referred to as Job Readiness Skills, Soft Skills, or Work Readiness Skills; a set of skills and behaviors that are necessary for any job such as, social competence, job seeking and interview skills, workplace norms, conflict resolution, and communication skills, to name a few.

**Employed at Participation:** An individual employed at the date of participation is one who: did any work at all as a paid employee on the date participation occurs (except the individual is not considered employed if: a) he/she has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or b) he/she is a transitioning service member; did any work at all in his/her own business, profession, or farm; worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family; or was not working, but has a job or business from which he/she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, regardless of whether paid by the employer for time off, and regardless of whether seeking another job.

**Employed in Quarter after Exit:** An individual is considered employed if Unemployment Insurance (UI) wage records for the quarter after exit show earnings greater than zero. UI wage records will be the primary data source for tracking employment in the quarter after exit. When supplemental data sources are used, individuals should be counted as employed if, in the calendar quarter after exit, they did any work at all as a paid employee.

**Enrollee/Eligible Youth:** A youth who has been deemed eligible and is formally enrolled in the youth program. An individual who is not less than age 14 and not more than age 24, low-income, with one or more of the following categories: deficient in basic literacy skills, a school dropout, homeless, a runaway, or a foster child, pregnant or a parent and/or an offender.

**English Language Learner:** An individual who has limited ability in reading, writing, speaking, or comprehending the English language, and (1) whose native language is a language other than English; or (2) who lives in a family or community environment where a language other than English is the dominant language (often capitalized as English Language Learner or abbreviated to ELL).

**Enrollment Date:** The point at which the administrative registration process is completed and the first service commences. The first service could be an individual assessment and the development of an individual service strategy. The date on which an individual began to receive program services after initial screening for eligibility and suitability.

**Entrepreneurial Skills Training:** Entrepreneurial Skills Training provides the basics of starting and operating a small business. This training helps youth develop the skills associated with entrepreneurship and the gig economy, such as the ability to take initiative, creatively seek out and identify business opportunities, develop budgets and forecast resource needs, understand various options for acquiring capital and the trade-offs associated with each option, and communicate effectively and market oneself and one's ideas.

**Evaluation:** A systematic and organized review of gathered documentation, details, evidence and other information to determine the validity, accuracy, standing and merits and/or deficiencies of its content.

**Exclusions:** Participants who exit from services because they are incarcerated, institutionalized, deceased, or have a family care/health/medical condition that prevents them from participating in services, are relocated to a mandated program; or are a reservist called to active duty should be excluded from the performance measures for their appropriate funding stream as well as the customer satisfaction surveys.

**Exit:** Determined as follows: a participant who has a date of case closure, completion or known exit from WIOA funded or non-WIOA funded partner services within the quarter (hard exit) or a participant who does not receive any WIOA funded or non-WIOA funded partners service for ninety days and is not scheduled for future services except follow-up services (soft exit). The separation of a participant exiting the youth programs, which can either, be a positive or negative exit. This individual is no longer receiving employment, training or services funded under WIOA.

**Exit Date:** The last date of which WIOA funds or partner services are received by a participant, excluding follow-up services. For so-called "soft exits", date of exit is the last day of actual services and not the date of the end of the 90 day period of inactivity.

**Exit Quarter:** Represents the calendar quarter in which the date of exit is recorded for the participant. Quarter in which the last date of service (except follow-up services) takes place.

**Faith Based Organization (FBO):** Organization whose founding, governance, or membership is derived from a religious institution or religiously-affiliated entity.

**Family:** The term "family" means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A husband, wife and dependent children;
- A parent or guardian and dependent children;
- A husband and wife.

For purposes of this definition:

- A step-child or a step-parent is considered to be related by marriage;
- One or more persons not living in the single residence but who are claimed as a dependent on the family's most recent federal income tax return will be presumed to be, unless otherwise demonstrated, a member of the family.

**Family Income:** All income received by all members of the family during the six-month period prior to application/registration, annualized by multiplying the six-month income by two (6 month income x 2). The composition of the family is determined as of the date of the application/registration. Therefore, the income of prior family members who may have comprised part of the family during the past six months, but are no longer members of the household (i.e., divorced, separated or deceased spouse, or other family member) would not be counted for income determination

purposes. Only the income of members of the current family should be counted and applied against the current family size.

**Family of One:** The following may be considered a family of one for the purpose of determining eligibility: An adult or youth with a physical, mental, learning, or emotional/behavioral disability. (This includes substance abuse. The disability must be documented if pertinent to eligibility).

- An individual 14 years of age or older not living with his/her family and receiving less than fifty percent (50%) of his/her maintenance from the family.
- An individual 18 years of age or older living with his/her family who received less than fifty percent (50%) of his/her maintenance from the family and is not the principal earner nor the spouse of the principal.

**Family Size:** The maximum number of family members during the income determination period. For a separated or divorced applicant, income shall be pro-rated depending on the length of time during the last six months the applicant lived with the other wage earner. The “actual” family size is the actual number of members in the family without regard to an eligibility test. The “eligible” family size refers to the number in the family for income eligibility purposes. For instance, a disabled child living with his or her parents can be considered a “family of one” under current guidelines.

**Financial Literacy:** Supporting the ability of participants to create household decisions budgets initiate savings plans and make informed financial about education, retirement, homeownership wealth building other savings goals. Supporting the ability to manage spending, credit and debt, including credit card debt, effectively, increasing awareness of the availability and significance of credit reports and credit scores in obtaining credit, including determining their accuracy (how to correct inaccuracies in the reports and scores) and their effect on credit terms supporting the ability to understand, evaluate and compare financial products, services and opportunities and supporting activities that address the particular financial literacy providing the support through the development, distribution of multilingual financial literacy and education material.

**Five Percent (5%) Exception:** Up to five percent (5%) of youth participants served by youth programs may be individuals who do not meet the income criterion for eligible youth provided that they are within one or more of the following categories: school dropout, basic skills deficient, one or more grade levels below the grade level appropriate to the individual’s ages, pregnant or parenting, possess one or more disabilities, homeless, runaway, offender or face serious barriers to employment as identified by the Local Board.

**Follow-up Services:** Follow-up services are provided to youth after program exit and support youth development, retention and advancement in long-term employment and educational placements. Follow up services for youth may include: leadership development and support service activities, regular contact with a youth participant’s employer, assistance in securing better paying jobs, career development and further education, support groups, adult mentoring, and tracking the progress of youth in employment after training. All youth must receive some form of follow up services for a minimum duration of twelve (12) months after exit from the WIOA program.

**Foster Care Youth:** A youth 14-18 years of age on whose behalf state or local governmental payments are made. This may include youth who have been made a ward of the state by a court, including those in the following categories: youth state institutions, youth in community group homes, youth in foster homes and parolees.

**GED (General Education Development):** The term also refers to the General Education Development certificate awarded by the state to persons who have passed a specific examination.

**GED Preparation:** A type of pre-placement activity intended to prepare an enrollee for passing the GED examination. This includes any preparation for high school graduation examinations. A minimum of five (5) hours per month is required in this activity in order to constitute participation.

**Global Exclusion:** A participant who is hard exited has a planned gap in service that will exceed ninety (90) days. This individual is not considered an exiter and does not count in performance.

**Graduate:** A person who has successfully completed a course or level of study and been awarded a certificate, diploma or degree.

**Guardian:** An adult with court ordered responsibility for another person.



**Hard Exit:** Term used to refer to a customer that formally completes or withdraws from services.

**High-Growth Industry/Occupation:** An industry and/or occupation that meets one or more of the following factors: 1) it is projected to add substantial numbers of new jobs to the economy; 2) it is being transformed by technology and innovation requiring new skill sets for workers; 3) it is a new and emerging industry or occupation that is projected to grow; or 4) it has a significant impact on the economy overall or on the growth of other industries and occupations.

**High Poverty Area (HPA):** Under the Workforce Innovation and Opportunity Act (WIOA), a youth who lives in a High Poverty Area is automatically considered to be a low-income individual for the purpose of providing WIOA services. A High Poverty Area is a Census tract, a set of contiguous Census tracts, Indian Reservation, tribal land, or Native Alaskan Village or county that has a poverty rate of at least thirty percent (30%) as set every five years using American Community Survey (ACS) five-Year data.

**High School:** An academic program, operated by a state-approved entity, covering relevant course work for grades 9-12 or 10-12, as decided by the state or local school district.

**High School Diploma or Equivalent:** A GED or High School (H.S.) equivalency diploma recognized by the State. Note: The date of attainment should be the date on the diploma or equivalency certificate. For the Younger Youth Diploma Attainment Rate, this date must be no later than the end of the first quarter after exit.

**High School Dropout:** An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. A youth's dropout status is determined at the time of application and remains in effect throughout program participation.

**High School Graduate:** A youth who has received a high school diploma, but who has not attended any post-secondary vocational, technical, or academic school.

**Hispanic or Latino:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Homeless Individual or Homeless Children and Youths:** An individual who meets any of the following criteria:

(A) Lacks a fixed regular and adequate nighttime residence; this includes a participant who:

- a. Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- b. Is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;
- c. Is living in an emergency or transitional shelter;
- d. Is abandoned in a hospital; or
- e. Is awaiting foster care placement;

(B) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground;

(C) Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or

(D) Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e. runaway youth).

*(Note- A participant imprisoned or detained under an Act of Congress or State law does not meet the definition. Additionally, a participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless).*

**Indirect Cost Proposal:** Documentation prepared by an organization to substantiate its claim for the reimbursement of indirect costs. This proposal provides the basis for the review and negotiation leading to the establishment of an organization's indirect cost rate.

**Indirect Cost Rate:** An indirect cost rate is a percentage (indirect cost pool/direct cost base) used to distribute indirect costs to all cost centers benefiting from those costs.

**In-kind Services:** The value of services that are provided by the contactor at no cost to the program.

**In-School Youth:** An enrollee who at the time of enrollment is attending a regular, junior high or alternative high school or who is attending post-secondary school such as junior or four year college, and is not basic skills deficient. Also includes an enrollee who is not attending any school, and who has either graduated from high school or holds a GED and is not basic skills deficient and not unemployed and not underemployed.

An individual who is (1) attending school (as defined by State law), (2) not younger than age 14 or older than age 21 at time of enrollment, (3) low-income, (4) basic skills deficient, (5) an English language learner, (6) an offender, (7) homeless as defined by the Violence Against Women of 1994 or a homeless child or youth (as defined in the Homeless Assistance Act), (8) a runaway, (9) foster child or has aged out of the foster care system, (10) pregnant & parenting (11) a youth who is disability, (12) an individual who requires additional assistance to complete an educational program or to secure or hold employment.

**In-School Youth Program:** SFWIB's In-School Youth program is a comprehensive, year-round, multi-year academic and career linkage program that targets high school youth who are most at-risk of dropping out-of-school. In-School Youth are defined as an eligible young person, ages 14-21, who has not received a high-school degree or its recognized equivalent (GED) and is attending high school or alternative school at the time of enrollment.

**Incentives:** Incentives can be cash or other items as approved by SFWIB that are usually awarded to youth for successful completion of one or more components of the program.

**Individual with a barrier to Employment:** A member of 1 or more of the following populations: (A) Displaced homemakers; (B) Low-income individuals; (C) Indians, Alaska Natives, and Native Hawaiians; as such terms are defined in section 166; (D) Individuals with disabilities, including youth who are individuals with disabilities; (E) Older Individuals; (F) Ex-offenders; (G) Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2))); (H) Youth who are in or have aged out of the foster care system; (I) Individuals who are English language learners, who have low levels of literacy, and are facing substantial cultural barriers.; (J) Eligible migrant and seasonal farm workers, as defined in section 167(i); (K) Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.); (L) Single parents (including single pregnant women); (M) Long-term unemployed individuals; (N) Such other groups as the Governor involved determines to have barriers to employment.

**Individual Employment Plan (IEP):** The individual employment plan is an ongoing strategy jointly developed by the participant and the case manager that identifies the participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals.

**Individual Training Accounts (ITA):** An expenditure account established on behalf of an eligible participant in WIOA Title IB adult and dislocated worker programs to purchase training services from eligible providers they select in consultation with the case manager, counselor or coordinator.

**Individual Service Strategy (ISS):** The tool used to document an enrollee's service plan through his/her program participation. The ISS may be updated at any point during an enrollee's participation in order to best serve an enrollee's needs. The ISS should include benchmark(s), goal(s), activity description(s), and type(s) of pre-placement activity. For example, an enrollee's benchmark could be that his/her reading proficiency is two grade levels below his/her current grade in school. The goal is to increase reading proficiency by two grade levels; the activity description is to attend four months of a reading class remediation.

**Industry Focus Learning:** Industry focus learning is designed to provide exciting learning environments that will engage youth interests and stimulate youth desires to pursue career possibilities in a specific industry. Industry focus provides hands-on learning activities that immerse youth in learning by doing, through a curriculum that does not feel like traditional classroom instruction. Industry focus learning should convey a sense of what it feels like to work in a specific industry. Industry focus should expose the youth to facilities, equipment, technical environments, materials, products or creations that they would not otherwise come in contact with in their everyday surroundings.

**Industry Recognized Credentials:** The term credential refers to certification of an individual's attainment of measurable technical or occupational skills necessary to obtain employment or advance within an occupation. Industry-

recognized credentials are either developed or endorsed by a nationally-recognized industry association or organization or are sought or accepted by employers within the industry sector for purposes of hiring or recruitment. The credential must be awarded by a third party, such as an educational institution or a professional, industry, or employer organization. Industry-recognized credentials demonstrate core competencies and meet industry standards for specific industry occupations. Examples of industry-recognized credentials include: Associates and Bachelor's degrees; Registered Apprenticeship certificates; occupational licenses (typically, but not always, awarded by State government agencies); industry-recognized or professional association certifications, also known as personnel certifications; and other certificates of skills completion for specific skill sets or competencies within one or more industries or occupations. For more information on credential, degrees, and certificate attainment, please refer to Training and Employment Guidance Letter (TEGL) No. 15-10.

**Industry Theme:** Topics of study that incorporate industry- and/or occupation-specific core competencies and that enhance a participant's ability to enter a specific career or career pathway.

**Information Systems:** See Information Technology Systems.

**Information Technology Systems:** Computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources (2 CFR Part 200.58).

**Initial Assessment:** To determine whether the program can benefit the individual (suitability) and identify activities and services that would be appropriate, an assessment of the participant is necessary. Initial assessment is part of the overall intake process and includes the initial determination of each participant's employability, aptitudes, abilities and interests, through interviews, testing and counseling.

**Initial Unsubsidized Placement:** The first unsubsidized employment opportunity entered into by an enrollee while participating in the youth program. This placement must last at least two weeks before it constitutes a placement. This includes military and qualified apprenticeship placements. Qualified apprenticeship programs are those approved and recorded by the ETA/Bureau of Apprenticeship and Training or by a recognized State Apprenticeship Agency. Approval is by certified registration or other appropriate written credential.

**Institutionalized:** Term used to refer to a participant that is residing in an institution or facility providing twenty-four (24) hour support such as a prison or hospital and is expected to remain in that institution for at least ninety days.

**Intake:** The process of collecting basic information which is commonly collected by all program partners (e.g., name, address, phone number, SSN) and all required activities up to the decision of eligibility or ineligibility for an individual program.

**Internship:** A pre-placement activity that consists of onsite work experience designed to improve an enrollee's occupational skills and readiness for the world of work. A structured work-based learning experience connected to a participant's area of career interest. Internships involve youth in a one-on-one relationship with an employer that provides hands-on learning in the area of the youth's career interest.

**Job Corps:** A U.S. Department of Labor funded comprehensive educational and job training program for at-risk youth, ages 16-24. The program provides disadvantaged youth with integrated academic, vocational and social skills training in order to gain independence and receive quality long-term jobs or to further their education.

**Job Placement:** Services provided to assist a youth in obtaining a specific placement in unsubsidized employment.

**Job Readiness Training:** A pre-placement activity consisting of site-defined, structured classroom-based activities that are designed to improve an enrollee's work readiness skills for those enrollees who are determined to be deficient in work readiness skills. A minimum of five (5) hours per month is required in this activity in order to constitute participation.

**Job Shadowing:** A participant follows an employee for one or more days to learn about a particular occupation or industry. Participants can explore a range of career objectives.

**Labor Force Status:** Denotes whether the youth is attached, or not attached, to the labor force.

**Labor Market Area:** An economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their residence. Such an area shall be identified in accordance with criteria used by the Bureau of Labor Statistics of the Department of Labor in defining such areas or similar criteria established by a Governor.

**Labor Market Information:** Occupational supply and demand information identifying areas of growth or decline for the labor market and the assessment of the effects of such growth or decline. The body of information that deals with the functioning of labor markets and the determination of the demand for and supply of labor. It includes, but is limited to such key factors as changes in the level and/or composition of economic activity, the population, employment and unemployment, income, earnings, wage rates and fringe benefits.

**Last Expected Service:** Occurs when the participant completes the activities outlined in his or her individualized service strategy or career plan and there are no additional services expected other than supportive or follow-up services. Last expected service may also occur in situations where the participant voluntarily or involuntarily discontinues his or her participation in services outlined in the service plan.

**Last Expected Service Date:** This date is used to determine when a participant becomes a part of the sampling frame for the customer satisfaction survey. In many instances, this date will be the same as the exit date. In situations where a case was ended, reopened within ninety (90) days of the original closure date, and then ended again, the date used to determine inclusion in the sampling frame is the initial last expected service date. This date is also the date that triggers follow-up services as long as no additional services are provided (other than supportive or follow-up services) ninety (90) days following this date.

**Lawfully Admitted:** The status of having been lawfully accorded the privilege of residing permanently in the United States as an immigrant in accordance with the immigration laws, such status not having changed (USC 8).

**Leadership Development:** A youth development activity, which encourages responsibility, decision-making, employability, citizenship, life skills, community service and other positive social behaviors. One of the ten required youth program elements. Leadership skills are those skills characteristic of productive workers and good citizens.

**Legal Alien:** A person who is a citizen of another country but who has permission from the government to live in the United States. Not all legal aliens are authorized to work in the U.S.

**Life Skills Training:** A youth development activity designed to equip a youth with the skills to succeed in life. This may include, but is not limited to, household management, personal finance and budgeting, parenting and pregnancy prevention, cultural history and diversity, anger management and parenting training. Activities and training that assist the youth to develop marketable work habits.

**Limited English Proficiency (LEP):** Inability of an applicant, whose native language is not English, to effectively communicate in English, resulting in a barrier to employment.

**Literacy:** An individual's ability to (1) read, write, and speak in English, and (2) compute and solve problems, at levels of proficiency necessary (at or above the 8th grade level as measured on a generally accepted standardized test) to function on the job, in the family, and in society.

**Living in a High Poverty Area:** People living in poverty tend to be clustered in certain regions, counties, and neighborhoods rather than being spread evenly across the Nation. Research has shown that the poor living in areas where poverty is prevalent face impediments beyond those of their individual circumstances. Concentrated poverty contributes to poor housing and health conditions, higher crime and school dropout rates, as well as employment dislocations. As a result, economic conditions in very poor areas can create limited opportunities for poor residents that become self-perpetuating.

**Living Wage:** An earning level that supports self-sufficiency without reliance on public and private subsidies.

**Low-income Individual:** An individual that (A) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income based public assistance program; (B) received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program that, in relation to family size, does not exceed the higher of: (i) the poverty line, for an equivalent period; or (ii) Seventy percent (70%) of the

lower living standard income level, for an equivalent period; (C) is a member of a household that receives food stamps; (D) qualifies as a homeless individual; (E) is a foster child; or (F) is an individual with a disability whose own income meets the requirements of a program but who is a member of a family whose income does not meet such requirements.

An individual who (1) received, or is a member of a family that is receiving, or in the past 6 months has received, assistance through the supplemental nutrition assistance program (SNAP), (2) temporary assistance for needy family program (TANF), (3) supplemental security income program (SSI), (4) state or local income-based public assistance, (5) is in a family that does not exceed the higher of the poverty line or seventy percent (70%) of the lower living standard income level, (a homeless individual (as defined in section 41403 (6) of the Violence Against Women Act of, (6)), or a homeless child or youth (as defined under section 725 (2) of the McKinney-Vento Homeless Assistance Act (7) receives or is eligible to receive a free or reduced price lunch or (8) an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.

**Lower Living Standard Income Level (LLSIL):** WIOA defines the LLSIL as "that income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary."

**Management Information System (MIS):** Refers to a computer-based system designed to store, transmit, and process client data to support the activities of the program and to provide managers with the tools for organizing, evaluating and efficiently run the program (i.e. EMD, EM, OSST, WFMS, etc.).

**Measureable Skills Gain:** The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.

**Measurement Date:** The date on which an enrollee is held to all of the applicable WIOA outcome measures. The measurement date is determined by the earliest date on which an enrollee has: completed all of his/her pre- placement activities as specified by their Individual Service Strategy (ISS); been placed; or has not participated in any youth development activities for three consecutive months. At such a point, an enrollee is held to all of the applicable WIOA outcome measures.

**Median:** The number that is in the middle of the series of numbers, so that there is the same quantity of numbers above the median as there are below the median.

**Median Earnings Indicator-2<sup>nd</sup> Quarter After Exit Quarter:** The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program, as established through direct UI wage record match, Federal or military employment records, or supplemental wage information.

**Mentor:** A caring adult who is matched with a student, who meets with the student once a week to assist with academics, provide college and career guidance and strengthen the student's social skills. Mentors provide students with valuable guidance, motivation and life lessons.

**Mentoring:** Serving as a model for others who are inexperienced; includes both the physical modeling of a task or behavior as well as the mental (thinking) steps required to effectively perform the task or behavior. Includes one-on-one, group, and/or service-based mentoring in which program participants are matched with adult mentors in the selected high-growth industry(ies) or occupation(s). Mentors should have frequent contact with program participants over a prolonged period of at least one year and should provide guidance in navigating their identified career pathway.

**Migrant or Seasonal Farm Worker (MSFW):** A migrant farm worker, a migrant processing worker, or a seasonal worker.

**Military Selective Service Act:** A federal law, which required that all males born on or after January 1, 1960 register with the Selective Service System on their 18th birthday.

**Minimum Wage:** The lowest wage set by Congress or a state, whichever is higher, which an employer may pay employees. Certain occupations are except from the minimum wage laws including farm workers, restaurant wait staff, and babysitters.

**Modification:** A letter or formal modification/amendment executed by both Parties, which provides for a change to the terms and conditions of this Contract or to the services to be provided under this Contract.

**Monitoring:** The process of observing and/or reviewing performance may include on-site observation, review of paperwork and files, interviews with staff or customers, telephone conversations and formal evaluation of compliance elements. A basic review of contracts to determine whether or not services were in fact provided in accordance with the defined Statement of Work and Contract terms and conditions.

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Island.

**Nepotism:** When a person employs or appoints a family member.

**Net Wages:** Earnings received by an individual after taxes, social security and other deductions are taken out of their paychecks.

**Nontraditional Employment:** Refers to occupations or fields of work for which individuals from one gender comprise less than twenty-five percent (25%) of the individuals employed in each such occupation or field of work.

**Not Employed at Participation:** A youth is considered not employed at the date of participation when he/she (a) did not work at all as a paid employee on the date participation occurs, (b) has received a notice of termination of employment.

**Occupational Skills:** Primary occupational skills encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary occupational skills entail familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paper work formats, tools, equipment and materials, and breakdown and clean-up routines.

**Occupational Skills Goal:** A measurable increase in primary occupational skills that encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels.

**Occupational Skills Training:** To count as a placement for the Youth Common Measures, advanced and occupational skills training constitutes organized programs of study that provide specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training should: (1) be outcome-oriented and focused on a long-term goal as specified in the Individual Service Strategy, (2) be long-term in nature and commence upon program exit rather than being short-term training that is part of services received and (3) result in attainment of a certificate.

**Offender:** An individual who is or has been subject to any stage of the criminal justice process for whom services may be beneficial or who requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.

**On-the-Job Training (OJT):** Paid full-time employment in which the employer provides training to a participant in order for the participants to learn the skills necessary to perform the job.

**One-Stop Service Tracking (OSST):** The One-Stop Service Tracking system (OSST) is the case tracking system for the CAP and SNAP programs to track case management activities and to provide data for state and federal level reporting.

**Out-of-School Youth:** A youth who at the time of enrollment is not younger than the age of 16 or older than the age of 24, who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter, attending post-secondary school and is basic skills deficient, an English language learner or who is not attending secondary or post-secondary school and has no diploma, who is a school dropout, or has a diploma and is basic skills deficient, unemployed or underemployed, or an individual who is subject to the juvenile or system. Alternative school youth are not considered Out-of-School Youth.

**Outreach:** An effort by program staff to encourage individuals in the service delivery area to use the program services. Outreach efforts also involve the collection, publication and dissemination of information on program services available

in the community system to assure universal access to core services including eligibility information for services beyond core services.

**Participant:** An individual who has registered and been determined eligible for participation upon intake and who is receiving services under an authorized WIOA youth program, (i.e., employment, training, or other services provided under WIOA (including follow-up services)).

**Participant File:** A file containing the application, enrollment, status changes and termination forms, documentation of eligibility, individual service strategy and progress/case/counseling notes on a participant and any other documentation required.

**Participation:** When an enrollee takes part in any one of the youth development activities and meets the minimum level of participation in a given month.

**PELL Grant:** Popular name for the federal PELL Grant program whose primary objective is to provide funding to financially needy postsecondary and undergraduate students (and post-secondary students who have demonstrated a financial need) in order to meet educational expenses.

**Performance-Based Contracting:** A method of contracting in which successful completion of certain benchmarks by the enrolled population obligates the awarding agency to make certain predetermined payments.

**Performance Improvement Plan (PIP):** A plan to improve performance set forth by South Florida Workforce Investment Board (SFWIB) that will remain until the deficiency(s) is/are corrected.

**Post-Secondary Education:** A program at an accredited degree granting institution that leads to an AA, AS, BA, BS. Programs offered by degree granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as a placement in post-secondary education, but may count as a placement in “advanced training/occupational skills training.”

**Post-Secondary Transcript/Report Card:** A transcript or a report card demonstrating the following based upon enrollment status: Full Time Student-completion of a minimum of twelve (12) hours for one (1) semester, Part Time Student-completion of a minimum of twelve (12) credit hours over the course of two (2) consecutive semesters during a program year.

**Post Test:** A test administered to a participant at regular intervals during the program.

**Potential Drop-Out:** A potential drop is an individual aged 14-21 who is enrolled in a secondary school or other educational program and who, for one or more of the reasons list is in danger of dropping out-of-school: poor attendance record, one grade level below, academic difficulties, pregnant, parenting teen, chemical dependency, juvenile offender, homeless, youth with a disability and/or limited English proficient.

**Poverty Level:** The level of income established by the Department of Health and Human Services at which a person or family is living in poverty.

**Pre-enrollment Assessment:** A process to determine the employability and training needs of participants before enrolling them into the program. Individual factors considered during pre-enrollment assessment include: a judgment of vocational interests, abilities, previous education and work experience, income requirements, and personal circumstances.

**Pre-Employment Skills:** A progression of instructional modules in which youth master and demonstrate proficiency in areas such as: interview skills, resume writing, work place readiness skills, and workplace standards.

**Pregnant or Parenting Youth:** An individual who is under 25 years of age and who is pregnant, or a youth female or male who is providing custodial care for one or more dependents under age 18.

**Pregnant Youth:** A female youth age 14-24 who is carrying an unborn fetus.

**Pre-Test:** A test used to assess a participant's basic literacy skills, which is administered to a participant up to six (6) months prior to the date of participation, if such pre-test scores are available, or within sixty (60) days following the date of participation.

**Project Based Learning:** Learning experience that engages youth in complex, real world projects through which the youth develop and apply skills and knowledge, which takes effort and persistence over time, the result of this experience is a product that matters to the youth and is usually seen by the public. Development of a project that is youth driven and includes career related learning, appropriate workplace behaviors, decision making and problem solving techniques, effective teamwork and the application of academic learning to real world settings.

**Program:** Activities and services to be provided by the Contractor under and pursuant to this Contract.

**Program Cost:** The Contractor's cost to deliver the contracted services excluding administrative costs. Costs associated with the management of the program funded by this Contract that directly and immediately benefit program customers and are necessary for effective delivery of services.

**Program Design and Service Delivery:** Describes the work to be performed by all Contractor's under the terms and conditions of this Contract.

**Program Elements:** are high quality services for in-school and out-of-school youth beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training, and culminating with a good job along a career pathway or enrollment in post-secondary education.

**Program Income:** Interest earned on any advances under this Contract, income generated as a result of use or fees charged for the rental of real or personal property, fees for services performed, conferences, the sale of commodities or items developed with contract funds, or from the participants activities under the contract except for OJT, or revenue in excess of costs earned by organizations other than commercial organizations.

**Program Year (PY):** The period between July 1 of a calendar year and June 30 of the following calendar year.

**Public Assistance:** Financial cash payments made by federal, state or local program to individuals who meet specific income criteria.

**Quarter:** A calendar quarter is a three-month period within a calendar year. The first quarter is from the first day of January through the last day of March; the second quarter is from the first day of April through the last day of June; the third quarter is from the first day of July through the last day of September; and the fourth quarter is from the first day of October through the last day of December.

**Reactivation:** Moving an enrollee from inactive status to active status. An enrollee is reactivated when their health or medical condition no longer prevents participation in the program, or when they have not participated for twelve (12) months, but begin participating again. An enrollee who has not yet been placed who is inactivated upon leaving the target area may be reactivated upon returning to the target area.

**Reading/Math Remediation:** A pre-placement activity consisting of classroom instruction designed to improve an enrollee's reading and/or math skills for those enrollees who are determined to be basic literacy skills deficient. Basic education skills include reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills. A minimum of five hours per month is required in this activity in order to constitute participation.

**Reasonable Costs:** A cost may be considered reasonable if the nature of the goods or services acquired or applied, and the amount involved therefore, reflects the action that a prudent person would have taken under the circumstances prevailing at the time the decision to incur the cost was made.

**Recruitment:** The point, at which a provider has met with a potential enrollee, informed them of the youth program, invited them to participate in the program, and has established eligibility of such individual for the program.

**Referral:** To direct an individual or program participant to another contractor, community based organization or agency or other community resources to receive services, information or assistance.



**Registered Apprenticeship:** A unique, flexible training system that combines job-related technical instruction with structured on-the-job learning experiences. Upon completion of a Registered Apprenticeship program, participants receive an industry-issued, nationally-recognized, portable credential that certifies occupational proficiency. Registered Apprenticeship requires a written plan designed to move an apprentice from a low- or no-skill entry-level position to full occupational proficiency. Registered Apprenticeship programs must meet parameters established under the National Apprenticeship Act.

**Registration:** Registration is the process of collecting information to support a determination of eligibility. Eligibility data must be collected on individuals during the registration process. At the point of registration, participants are counted for performance measurement purposes. All youth participants must be registered.

**Re-employment Assistance (formerly Unemployment Compensation) Insurance (RAI):** RAI is a federal-state program jointly financed through federal and state employer payroll taxes (federal/state RAI taxes).

**Replacement:** An unsubsidized job placement entered into by an enrollee after leaving or losing a prior unsubsidized job placement.

**Residence:** A person's primary or permanent dwelling or home. If a person is institutionalized or incarcerated, their place of institutionalization or incarceration is their primary residence.

**Runaway Youth:** A runaway youth is an individual 21 years of age or less who has absented themselves from home or place of legal residence without the permission of parent(s) or legal guardians.

**School-Based Learning:** School wide classroom instruction based on high academic and business defined occupational skill standards.

**School Dropout:** An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. Youth enrolled in alternative schools are not school dropouts.

**Secondary Transcript/Report Card:** For each school year, a transcript or a report card of a consumer in HS or a GED program demonstrating that they achieved a D- or above for all classes taken and are in good academic standing. The report card must not indicate the participant dropped out-of-school, was removed from the institution, or any other conditions that indicate removal on academic or conduct grounds.

**Sector-Based Strategies:** High growth, high wage industries that take a comprehensive, broad-based approach to identifying and addressing skills needs across key industries within a region rather than focusing on the workforce needs of individual employers on a case-by-case basis. Often result in the formation of industry partnerships, which are employer-led partnerships with support from workforce development, economic development, and education partners.

**Selective Service:** All males who are at least 18 years of age and who are not in the armed services on active duty must be registered for the selective service. A youth who becomes 18 years of age while participating in a WIOA youth program must register within thirty days of his 18<sup>th</sup> birthday.

**Service Learning/Community Service Learning:** A teaching and learning strategy that actively engages participants in meaningful and personally relevant service activities that simultaneously teach civic responsibility and strengthen communities. Learning activities incorporate participant reflection and are designed to develop work readiness skills and positive behaviors, such as leadership, time management, teamwork, and respect for authority and fellow participants.

**Skills Progression:** Successful passage of an exam required for a particular occupation or progress in attaining trade-related benchmarks. Examples include Pass Career Readiness Certificate (CRC) or National Counselor Examination (NCE) exams, obtaining Commercial Driver's License (CDL), and passing a welding certification exam .

**Small Learning Community:** Smaller, autonomous groups of students and teachers in a more personalized learning environment that can better meet the needs of students. Generally, the same teachers and student remain together from grade to grade. Teachers in these units usually have common planning time to allow them to develop interdisciplinary projects and keep up with the progress of their shared students.

**Soft Exit:** Participant does not receive a WIOA funded or partner service for ninety days and is not scheduled for services other than follow-up.

**Soft Skills:** Also referred to as Employability Skills, Job Readiness Skills, or Work Readiness Skills; a set of skills and behaviors that are necessary for any job such as, social competence, job seeking and interview skills, workplace norms, conflict resolution, and communication skills, to name a few. Workplace standards of behavior needed to interact and cooperate effectively with co-workers and the general public.

**Source Documentation:** Hard copy documentation, which proves a youth eligibility requirements.

**Social Security Disability Insurance (SSDI):** Pays benefits to individuals that have worked in the past, paid Social Security taxes, and are currently unable to work for a year or more because of a disability. SSDI is considered income replacement.

**South Florida Workforce Investment Board (SFWIB):** Chartered by the State of Florida, is one of 24 regional Workforce Boards in Florida. It is the regional workforce development board representing Miami-Dade and Monroe counties. Workforce Florida, Inc., and the Agency for Workforce Innovation (AWI) oversee all regional workforce boards in Florida.

**Statement of Work (SOW):** Describes the work to be performed by the Contractor under the terms and conditions of this Contract.

**Storage Device:** A computer storage device is any type of device or hardware that is capable of storing data and includes, but is not limited to laptops, hard drives, external hard drives that connect via Firewire and USB, disks, Flash memory devices, such as USB keychain drives or iPod nanos, MP3 players, digital cameras, compact flash and SD cards, tape drives, personal digital assistants (PDA's), smart phones, etc.

**Summer Work–Activities:** which serves to provide useful work experience, employability skills training and academic enrichment activities such as projects and industry focus centers during the summer months, to assist youth to enhance their long-term employability potential.

**Support Services:** Services necessary to enable an individual to participate in a WIOA program, but who cannot afford to pay for such services. Such services may include transportation, childcare, dependent care and other reasonable expenses required for participation in youth programs. In addition, the following support services may be included for youth: linkages to community services, counseling on a variety of personal, financial or legal problems occurring during participation, assistance with transportation, assistance with child care, referrals to medical services, assistance with housing, assistance with uniforms or other appropriate work attire, work related tool costs, including such items as eye glasses and protective eye gear. Support services are offered to WIOA/TANF eligible participants depending on funding availability.

**TABE:** The Test for Adult Basic Education, or TABE is the authorized testing instrument used to assess youth: Out-of-School Youth are assessed for literacy/numeracy educational functioning levels and In-School Youth are assessed for basic skills deficiencies.

**TANF-Temporary Assistance for Needy Families:** Primary federal cash-assistance program for qualified families with children. A TANF recipient is in receipt of income or money payments pursuant to a state plan approved under the Social Security Act.

**Targeted Populations:** Targeted youth populations includes, but are not limited to: youth aging out of the foster care system, foster care youth, youth offenders, youth with disabilities, parenting youth, dropouts, migrant youth, emancipated youth, In-School and Out-of-School Youth and etc.

**Teen Parent:** A male or female, age 14-20, who is legal parent of a child or an unborn fetus.

**Title I Youth Education and Employment Rate-2<sup>nd</sup> Quarter After Exit Quarter:** The percentage of youth participants in education or training activities, or in unsubsidized employment during the second quarter after exit.

**Title I Youth Education and Employment Rate-4<sup>th</sup> Quarter After Exit Quarter:** The percentage of youth Participants in education or training activities, or in unsubsidized employment during the fourth quarter after exit.

**Training Milestone:** Satisfactory or better progress towards skill advancement while participating in an OJT, Registered Apprenticeship program or Business Enterprise program.

**Training Services:** Services include WIOA funded and non-WIOA funded partner-training services. These services include: occupational skills training, training for nontraditional employment, on the job training, programs that combine workplace training with related instructions, which may include cooperative education programs, training programs operated by the private sector, skill upgrading and retraining, entrepreneurial training, job readiness training, education and literacy activities in combination with other training, and customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

**Underemployed:** An individual who is working part-time but desires full time employment or who is working in employment not commensurate with the individual's demonstrated level of educational attainment.

**Unemployed:** An individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job shall be made in accordance with the criteria used by the Bureau of Labor Statistics (BLS) of the Department of Labor in defining individuals as unemployed.

**Unemployment Insurance (UI):** Currently known as Re-employment Assistance Insurance (RAI).

**Unsubsidized Employment:** Full or part-time employment in which wages are paid to a participant that is not financially supported by Federal, State or local funding sources.

**Vendor:** An entity responsible for providing generally required goods or services to be used in the WIOA program. These goods or services may be for the recipient's or sub-recipient's (i.e., service providers) own use or for the use of participants in the program.

**Verification of a Placement:** Placements occurring after enrollment in the program are counted and reported once they are verified, rather than once they occur.

**Veteran (WIOA Law Section 101 (49)(A)):** An individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable.

**Veteran (Recently separated) (WIOA Law Section 101 (49)(B)):** Any veteran who applies for participation under this title within 48 months after the discharge or release from active military, naval, or air service.

**Vocational Exploration Training:** A process to find out, by testing or counseling, what job occupations will best fit a customer's abilities and needs.

**Vocational/Technical Training:** A long-term occupational training consisting of specific classroom and work-based study in a specific occupation lead to a degree or certificate.

**Wages:** Earnings paid to an individual by an employer for services performed.

**Wagner-Peyser- Employment Service programs:** Employment Service basic labor exchange and other services funding source. Employment Services are provided in the Florida Workforce Centers located across the Region.

**Welfare Recipient:** An adult or youth listed on a welfare grant who (or whose family) receives cash payments under TANF, General Assistance, or the Refugee Assistance Act of 1980 at the time of eligibility determination.

**Work-Based Learning:** Educational training that combines rigorous academic preparation with hands-on career development experiences to connect classroom instruction to the world of work and future career opportunities.

**Work-Based Training:** Activities offered which are designed to enable youth to gain exposure to the working world. Short-term learning opportunities that take place at a worksite and provide experiences and activities for youth to understand the relevance of what is learned in the classroom and connect it to what it takes to be successful in the

workplace. Activities can take place at private, for-profit, non-profit or public sector. Activities can be paid or non-paid. Activities must be relevant to the youth's individualized service strategy plan and include but not limited to: career exploration, work experience, structured training and mentoring at job sites, internships, job shadowing, and project based learning.

**Work Experience Activity:** Work experience is a planned, structured, learning experience that takes place in a work place for a limited period of time and it may be paid or unpaid, in the private for profit sector, non-profit sector or the public sector. Work experience is designed to enable a youth to gain exposure to the working world. It is one of the ten required youth program elements.

**Workforce Innovation and Opportunity Act (WIOA):** Legislation that laid the framework for delivery of workforce services at the state and local level to jobseekers who need the services. WIOA is designed to help jobseekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. These core programs are included in WIOA:

- Employment and Training Programs (Title I):
- Disadvantaged Youth Services
- Economically Disadvantaged Adult Services
- Dislocated Worker Programs
- Re-employment Services under Wagner-Peyser
- Disabled persons employment support through Vocational
- Rehabilitation Services

**Work Maturity Skills:** Skills required meeting employer expectations for dependability and productivity and etc. to enable youth to retain their jobs.

**Work Readiness Skills:** Also referred to as Employability Skills, Job Readiness Skills, or Soft Skills; a set of skills and behaviors that are necessary for any job such as, social competence, job seeking an interview skills, workplace norms, conflict resolution, and communication skills, to name a few.

**Work Readiness Skills Goal:** A measurable increase in work readiness skills including world of work awareness, labor market knowledge, occupational information, career planning and decision-making, and job search techniques (resumes, interviews, job applications and follow up letters). They also encompass survival/daily-living skills such as renting an apartment, opening a bank account and using public transportation. They also include: positive work habits, appearance, attitudes, working well with others, following instructions and completing a job task, accepting constructive criticism, showing initiative and reliability and assuming the responsibilities involved in maintaining a job. This component also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self-image.

**Workforce Management System (WFMS) (formerly SAMS):** The system for tracking participant's training related information, i.e., expenditures and performance data and that enables career advisors to create, modify and track budget accounts and expenditures for participants receiving support services.

**Wrap-Around Support Services:** Services that are designed to address needs and ensure participant success. Services may include, but are not limited to, childcare, transportation, tools, or work clothes.

**Young Adult:** An individual between the ages of 18 through 24.

**Youth:** An individual between 14 and 24 years of age, inclusive. Younger youth are between 14 and 18 years of age and Older Youth are between 19 and 24 years of age.

**Youth (Older):** A participant who is age 19-24 at registration and meets all other WIOA youth program eligibility requirements.

**Youth (Younger):** A participant who is between 14-18 years of age at time of registration and meets all other youth program eligibility requirements.

**Youth Activity:** To help low-income youth, between the ages of 14 and 24, acquire the educational and occupational skills, training, and support needed to achieve academic and employment success and successfully transition into careers and productive adulthood.

**Youth Attainment Measure:** The purpose of this measure is to analyze goal attainment rates of all in-school and any out-of-school youth who are assessed to be in need of basic skills, work readiness skills, or occupational skills. The goal attainment date must be within one year of the goal set date.

**Youth Development:** A process which prepares young people to meet the challenges of adolescence and adulthood through a coordinated, progressive series of activities and experiences which help them to become socially, morally, emotionally, physically and cognitively competent.

**Youth Summer Employment Opportunity:** A summer worksite learning experience, which provides direct linkages between academic and occupational learning.

**Youth Voucher:** A document that has an assigned monetary value that is utilized to pay for a specified training course.

## FINANCIAL CLOSEOUT PROCEDURES

### I. Purpose

The purpose of this procedure is to document and provide guidance to Contractors and the SFWIB's staff on the required process to close out contracts at the expiration or termination date.

### II. Policy

- A. The Contractor shall complete and submit a Financial Closeout for each contract on or before thirty (30) calendar days after the Contract expires, or upon termination of the Contract. For example, if the contract expires June 30, the Financial Closeout will be due to the SFWIB on or before July 30.
- B. If the Contractor's Final Expenditure Report indicates that payments were made to the Contractor in excess of the actual costs of providing contracted services or if the actual expenditures surpass the budgeted amount, the Contractor shall refund the difference to the SFWIB within thirty (30) calendar days of SFWIB's notification of overpayment. If the Contractor does not timely repay the difference, the Contractor shall pay the SFWIB the maximum lawful rate of interest allowed in the state of Florida on the outstanding amount.
- C. The following required Financial Closeout documents shall be submitted by the Contractor:
  - 1. Final Expenditure Report (**Enclosure 1**).
  - 2. Year to Date Reconciliation between specified line items in (**Enclosure 2**) by fund and actual expenditures by line item.
  - 3. Year to Date General Ledger for the SFWIB's expenditures only.
  - 4. Indirect Cost Reconciliation.
- D. Upon the request of the Contractor, the SFWIB's accountant shall provide technical assistance to the SFWIB on completing the Financial Closeout.
- E. The Contractor shall complete and submit to SFWIB an annual fiscal audit report within six (6) months after the end of the fiscal year and in compliance with 2 CFR Chapter II, Subpart F, §200.512(a).

### III. Procedure

#### A. **Salaries/Wages**

The Contractor's staff persons may be paid for absences (vacations, sick leave, etc.), if such a provision for payment is included in the Contractor's personnel policies and procedures manual that was submitted as part of the operational documents. The Contractor is encouraged to allow staff to take time off rather than issue payment for leave time.

The Contractor's staff persons may be paid for unused vacation time upon termination from the program. This payment shall be charged to staff salaries unless such payment, when added to the total salary, exceeds the maximum salary established in the operating budget.

#### B. **Insurance**

The Contractor shall keep in force all insurance policies, which are applicable to its program(s).

### C. Professional Service, Sub-Contract & Rental Agreements

Within thirty (30) days following the end of the Contract, the Contractor shall cancel all of the following services, which will not be applicable to any future contract with the SFWIB:

1. All professional service agreements and sub-contract agreements paid by funds generated from this Contract;
2. All rental contracts associated with office space, equipment, and/or vehicles and maintenance contracts which are paid with funds generated from this Contract; and
3. All utility services associated with the operation of Contractor's program (i.e. telephone, electricity, water) paid by funds generated from this Contract.

### D. Completion of Financial Closeout

#### 1. **Final Expenditure Report (Enclosure 1):**

The Contractor shall submit an actual expenditure report within thirty (30) days following the end of the Contract. This report must reflect:

- A summation of the cumulative expenditures incurred by the Contractor for providing the contracted services.
- A summation of the cash reimbursements and credits received by the Contractor for providing the contracted services.
- The difference between the approved expenditures and the reimbursements received by the Contractor. This difference will reflect either an amount that is due and payable to the Contractor or an overpayment that the Contractor received that is due and payable to the SFWIB.

#### 2. **Year to Date Reconciliation between specified categories by fund, budget line item and actual expenditures (Enclosure 2):**

Actual expenditures billed to the SFWIB should be equal to or less than line item budget. The SFWIB Year to Date General Ledger must be submitted as supporting documentation with the closeout package.

3. **Indirect Cost Reconciliation:** (Enclosure 2) The Contractor shall complete the indirect cost reconciliation by comparing the indirect costs charged to the actual indirect cost paid. Refunds may be requested for overages.

### E. The SFWIB's Accountant Responsibility

The SFWIB's accountant assigned to the contract will provide the Contractor with technical assistance to complete the Financial Closeout, upon request.

The SFWIB's accountant will perform the following functions:

1. Verify that all required enclosures are completed accurately, signed and dated.
2. Verify the Contractor's total expenditure against the financial records and the budget amounts to confirm there are no overages.





**FINAL EXPENDITURE REPORT**

<b>Contractor Name:</b> _____	<b>Prepared By:</b> _____
<b>Program Name:</b> _____	<b>Index Code:</b> _____

**CUMMULATIVE PROGRAM EXPENDITURES**

Year to Date Expenditures Approved by the SFWIB (from Payment Requests)

\$ -

Purchases made by the SFWIB on behalf of the Contractor

\$ -

Less: Year to Date Late Invoicing Amount

\$ -

**Total Expenditures**

\$ -

**CUMMULATIVE PAYMENTS**

Year to Date Cash Payments Received from the SFWIB for

\$ -

Purchases made by the SFWIB on behalf of the Contractor

\$ -

**Total Payments**

\$ -

**BALANCE DUE TO CONTRACTOR** (if not applicable enter zero)

\$ -

or

**BALANCE DUE FROM CONTRACTOR** (if not applicable enter zero)

\$

Please detail any balance(s) due from Contractor by invoice packages: \_\_\_\_\_

Pursuant to the terms of this Contract between the Contractor listed above and the SFWIB, and in consideration of the total amounts earned and paid to the Contractor for performance, which equals \$ \_\_\_\_\_ the Contractor remises, releases, and discharge the SFWIB, its officers, agents, and employees, of and from all liabilities, obligations, claims, and demands whatsoever under or arising from this Contract. **The Contractor's submission of the Financial Closeout Package is a complete release and waiver of any and all liability, claims or causes of action that allegedly resulted from engagement of and/or performance under this Contract and acknowledges the SFWIB has fully performed and satisfied any and all of its obligations due under this Contract.**

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

\_\_\_\_\_  
Name of Official Authorized to Sign the Contract

\_\_\_\_\_  
Signature of Official Authorized to Sign the Contract /Date

**CLOSEOUT RECONCILIATION YOUTH CONTRACTS**

	1 Budget Original	2 Budget Adjustment	3 Budget Revised*	4 Actual Expenditures	5 Difference (3-4)	6 General Ledger
<b>WTY</b>						
<b>Programmatic</b>						
Salary		\$ -			\$ -	
Fringe Benefits		\$ -			\$ -	
Participant Cost		\$ -			\$ -	
Other Programmatic Costs		\$ -			\$ -	
Indirect Cost		\$ -			\$ -	
Profit		\$ -		\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Administrative</b>						
Salary		\$ -			\$ -	
Fringe Benefits		\$ -			\$ -	
Participant Cost		\$ -			\$ -	
Other Administrative Costs		\$ -			\$ -	
Indirect Cost		\$ -			\$ -	
Profit		\$ -		\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total - ALL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

BUDGET REVIEW

CONTRACTOR: YOUTH CO-OP, INC.

TITLE: In-School Youth (ISY)—Miami-Dade INDEX: 22005  
(07/01/20 to 06/30/21)

CONTRACTS UNIT REVIEW

Contracts Manager Assigned: Fernando Odio Date Submitted: 11/19/20

PY'20-21 NEW Budget (Corrected)

Cost Reimbursement.....	\$447,546.00
7% Incentive Holdback.....	\$ 43,466.00
Work Experience (WFMS).....	\$129,933.00
Pre-Apprenticeship Summer Internship (WFMS).....	\$ 39,675.00
techHire Summer Boot Camp Stipends (WFMS).....	\$ 75,000.00
TehHire summer Internship .....	\$ 60,200.00
 Total.....	 \$795,820.00

Comment(s): This budget replaces the budget previously submitted to Finance on 10/05/20.

This Budget was reviewed for reasonable projection of expenditures by:

Contracts Manager's/Administrator's Signature: Fernando Odio Date Signed: 11/25/20

- Initial Budget/Contract
- Budget Modification/Contract Modification
- Quarterly Budget Modification (no Contract Modification)
- 15% Variances Approval Letter Required

FINANCE UNIT REVIEW AND APPROVAL

Please route in order to the following:

1. Reviewed and Posted to Books by Account Clerk: [Signature] 11/25/20
  2. Reviewed for Support Services: [Signature] 12/8/20 <sup>Financials updated.</sup> [Signature] 11/20/20 <sup>WFMS Adjusted</sup>
  3. Reviewed by Assistant Controller: [Signature] 12/9/20
  4. Indirect Cost Rate/Cost Allocation Plan Budgeted costs verified by: [Signature] [Signature] 12/9/20
- Approved by Finance  
5. Assistant Director's Signature: [Signature] Date Signed: 12/9/2020

Routing after Final Assistant Director's approval: to account clerk to scan and original to Contracts.

Comment(s): \_\_\_\_\_ Revised 06/11/20

**BUDGET REVIEW**

CONTRACTOR: YOUTH CO-OP, INC.

TITLE: In-School Youth (ISY)—Miami-Dade INDEX: 22005  
(07/01/20 to 06/30/21)

**CONTRACTS UNIT REVIEW**

Contracts Manager Assigned: Fernando Odio Date Submitted: 09/08/20

**PY'20-21 NEW Budget**

Cost Reimbursement.....	\$447,546.00
7% Incentive Holdback.....	\$ 43,466.00
Work Experience (WFMS).....	\$129,933.00
Pre-Apprenticeship Summer Internship (WFMS).....	\$ 39,675.00
techHire Summer Boot Camp Stipends (WFMS).....	\$ 75,000.00
TehHire summer Internship .....	\$ 60,200.00
 Total.....	 \$795,820.00

Comment(s): Reference award letters.

This Budget was reviewed for reasonable projection of expenditures by:

Contracts Manager's/Administrator's Signature: Fernando Odio Date Signed: 10/5/20

- Initial Budget/Contract
- Budget Modification/Contract Modification
- Quarterly Budget Modification (no Contract Modification)
- 15% Variances Approval Letter Required

**FINANCE UNIT REVIEW AND APPROVAL**

Please route in order to the following:

1. Reviewed and Posted to Books by Account Clerk: *Asel* 10/06/2020 *revised 11/11/2020*
2. Reviewed for Support Services: *MTOLL* 11/20/20 *WFMS Adjusted*
3. Reviewed by Assistant Controller: \_\_\_\_\_
4. Indirect Cost Rate/Cost Allocation Plan Budgeted costs verified by: \_\_\_\_\_

**Approved by Finance**

5. Assistant Director's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Routing after Final Assistant Director's approval: to account clerk to scan and original to Contracts.

Comment(s): \_\_\_\_\_ Revised 06/11/20

BUDGET: PROJECTED PROGRAM COST

Agency Name:	Youth Co Ops, Inc	Program	93%	Admin	Total
Project Name:	Miami Dade In School Youth			35,126.52	447,546
Period:	7/1/20 - 6/30/21		7%	3,590.97	43,466.00
Programmatic Funds Awarded:	582,237.51	WIOA (Pre-Appr.)		39,675.00	129,933.00
		TANF (TechHire)		60,200.00	39,675.00
		TANF (TechHire Stipends)		75,000.00	75,000.00
Funding Source:		Total		\$ 38,707.49	\$ 795,820.00

Position	Name	Bi-Weekly	# of PP	Months	Annual Salary	% Allocated to Budget	Total Salary Allocated to Budget	Cost Reimbursement / WFSM		% Heldback	WIOA Pre-Apprenticeship	TechHire Summer Internships	TH Summer Boot Camp STIPENDS (TANF)	TOTAL BUDGET	
								Amount	%					Amount	%
5001	YOUTH COUNSELOR	1,556.00	1,738,464.01	12	2,705.05	100.0%	2,705.05	2,705.05	100.0%	39,885.03	60,200.00	75,000.00	75,000.00	757,112.51	
	Asaque, Janeth (1.74 pp)	2,023.17		12	48,556.08	100.0%	48,556.08	48,556.08	100.0%					2,705.06	
	Corrales, Emilio	2,180.34		10	43,606.80	20.0%	8,721.36	8,721.36	100.0%					48,556.09	
	Diaz, Lourdes Sep - June	1,951.86		20	39,037.20	100.0%	39,037.20	39,037.20	100.0%					8,721.36	
	Cury, Julissa Sep - June	2,180.34		20	43,606.80	77.5%	33,795.27	33,795.27	100.0%					39,037.20	
	Gonzalez, Glenda	2,183.94		24	51,214.56	100.0%	51,214.56	51,214.56	100.0%					33,795.27	
	Kos, Claudia	1,635.11		20	32,702.20	100.0%	32,702.20	32,702.20	100.0%					51,214.56	
	Manzano, Ana July-April	1,482.48		18	26,684.64	100.0%	26,684.64	26,684.64	100.0%					32,702.20	
	Orzua, Diana Oct - Jun	3,482.78		24	83,586.72	20.0%	16,717.34	16,717.34	100.0%					26,684.64	
	Velaz, Paulina				371,700.05	717.5%	260,133.70	260,133.70	100%					16,717.34	
5018	Accrued Leave													260,133.72	
	Staff Incentives														
	Staff Incentives														
	FICA/MICA	7.65%			16,916.41		16,916.41	16,916.41	100%					16,916.41	
	Workman's Comp	0.8183%			1,294.11		1,294.11	1,294.11	100%					1,294.11	
	Retirement	6.50%			138.43		138.43	138.43	100%					138.43	
5020	TOTAL STATE INCENTIVES				19,448.51		19,448.51	19,448.51						19,448.51	
	Fringe Benefits:														
	Per/Misc	Rate: 7.65%			19,900.23		19,900.23	19,900.23	100.0%					19,900.23	
	Workman's Comp	Rate: 0.8183% may change Jan 2020			2,128.67		2,128.67	2,128.67	100.0%					2,128.67	
	Retirement	Rate: 6.5% Percentage of Staff Salaries			16,908.69		16,908.69	16,908.69	100.0%					16,908.69	
	Unemployment	Rate: 1.28% Jan 2020, may change Jan 2021 of \$7000 per staff			575.25		575.25	575.25	100.0%					575.25	
	Health/Dental Insurance	657/month per benefits detail			33,653.78		33,653.78	33,653.78	100.0%					33,653.78	
	Life/Disability Insurance	Individual premiums vary per salary & age, per benefits detail			1,917.74		1,917.74	1,917.74	100.0%					1,917.74	
5054	TOTAL Fringe Benefits				74,358.37		74,358.37	74,358.37						74,358.37	
	Operating Expenses:														
	Space														
	Lease / Rent														
	Maintenance														
	Utilities														
5227	Telephone/Cellular				87.17	12%	1,046.04	1,046.04	100.0%					1,046.04	
	Supplies														
5221	Office, computer and reproduction supplies, including personal protective items.				300.00	12%	3,600.00	3,600.00	50.0%					3,600.00	
5219	Printing (Onsite)				250.00	4%	1,000.00	1,000.00	50.0%	1,800.00				3,600.00	
5249	Cleaning and disinfecting supplies				150.00	12%	1,800.00	1,800.00	50.0%	900.00				3,600.00	
	Passage:														
5223	Postage Regular				45.00	4%	180.00	180.00	100.0%					180.00	
	Equipment														
5213	Equipment Lease/Rent				195.12	12%	2,341.44	2,341.44	100.0%					2,341.44	
5215	Equipment Maintenance														
	Insurance														
5290	General and Cyber Liability Insurance				100,586.77	5.50%	5,531.00	5,531.00	65.0%	1,936.20				5,531.00	
	Travel														
5241	Local Travel				2500	0.44%	1,212.50	1,212.50	93.4%	80.32				1,212.50	



**BUDGET NARRATIVE**

**Agency Name:**  
**Project Name:**  
**Period:**

*Youth Co-Op, Inc*  
**Miami Dade In School Youth**  
**7/1/20 - 6/30/21**

**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.

<b>Total Salaries</b>	<b>260,133.72</b>
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**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.

<b>Total staff incentives and associated fringes.</b>	<b>19,448.51</b>
-------------------------------------------------------	------------------

**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.

<b>Accrued Leave</b>	<b>x</b>	<b>0.00%</b>	<b>(rounded)</b>	<b>-</b>
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**Fringe Benefits:**

Fica/Mica		7.65%	of staff salaries	19,900.23
Workman's Comp rate 2019 0.8341% . May change 2020	average	0.82%	of staff salaries	2,128.67
Retirement		6.50%	of staff salaries	16,908.69
Unemployment: 1.33% of \$7,000 for 2019, 1.28% 2020		1.68%	first \$7000/ calendar year	575.25
Health/Dental - United Health Care & MetLife			per benefits table	33,653.78
Life/Disability Ins. - Mutual of Omaha & Principal Life			per benefits table	1,191.74

<b>Total Fringes</b>	<b>\$ 74,358.37</b>
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**Operating Expenses:**

**Cellular - cost allocated**

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

	Rate		months	allocated	
Youth Program Manager \$	30.38	x	12	20%	73.00
Internet Card for mobile connection		x	12	100%	-
Youth Counselor \$	50.63	x	12	100%	608.00
Youth Counselor \$	30.38	x	12	100%	365.00
				100%	<b>\$ 1,046.00</b>

**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	\$ 300.00	12.00	3,600.00
--	-----------------	-----------	-------	----------

**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	\$ 250.00	4.00	1,000.00
--	-------------------	-----------	------	----------

Janitorial supplies. Cleaning and disinfecting materials as needed due to pandemic. Personal protective items when applicable. Projected average per month.

	monthly average	\$ 150.00	12.00	1,800.00
--	-----------------	-----------	-------	----------

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

	quarterly average	\$ 45.00	4.00	180.00
--	-------------------	----------	------	--------

**Equipment**

Copiers Lease and or Maintenance Agreements, one for each location	100%	\$ 195.12	x	12	2,341.44
--------------------------------------------------------------------	------	-----------	---	----	----------

**Insurance**

Liability - General,professional, umbrella, cyber	100,586.77	5.500%	5,532.00
---------------------------------------------------	------------	--------	----------

Property and Glass -Charged to owned property in leased space only 0	119,834.67	-	-
----------------------------------------------------------------------	------------	---	---

Auto- Premium is for YCOOP Youth Bus and auto 0	9,331.00	-	-
-------------------------------------------------	----------	---	---

	229,752.44	-	-
--	------------	---	---

**Travel**

Mileage and tolls for local meetings, home visits and workshops	miles	unit cost	tolls/parking	-
	2,500.00	0.445	100.00	1,212.50

Out of Town /Travel

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

**Professional Services (list each)**

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

Staff Development paid with earned performance TBD

Attrition - Can not be spent in current period





**Minor Equipment**

**Capital Equipment ( software and hardware)**

**Computers for program staff and classroom, to be procured**

**Non-Capital Equipment ( 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 \$48.25 each for level two background. or updates as required by law

Laptops for counselors prepared for remote services, complete with cameras speakers and headphones 6 x \$750					4,500.00
Software licenses such as Zoom, Microsoft Teams, or others as needed for virtual sessions if current restrictions continue, Estimated 200 x \$10					2,000.00
Background Checks For Staff	5230	\$ 95.00	x	2	190.00
Background checks for clients, Clearinghouse and/or Worknumber verifications of credentials and academic grades and follow ups.	5520	\$24.00	x	150	3,600.00
	5520	\$2.50	x	200	500.00
	5520	\$10.40	x	50	520.00
Training Materials and Supplies	5525	300	X	\$ 12.00	3,600.00

**Other : Participant Costs**

Program/Instructional Supplies

Activities:	Units	SNACKS	COST/ADMISSIONS	TRANSPORT	
Snacks provided to Youth participating in Work Orientation sessions (5) once emergency period is over - Pre summer work experience \$6. for	159.00	954.00			954.00
Participants Transportation (\$265. per bus)	4			1,060.00	1,060.00
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			1,750.00
Visits to EVERGLADES NATIONAL PARK or similar natural science venues - \$10 ADM + \$5 MEALS x units + \$300 PER BUS(2)					

**SAMS Allocations**

	weeks	per week	slots	
	# of youth	rate	average hours	
Summer Wages	146	\$ 9.50	120.6200433	167,300.00
Summer Fringes		167,300.00	7.65%	12,798.45
WFMS-Career Pathways				
WFMS-Tuition and Books/ ITA/ GED		youth at a cost of		-
WFMS-Support Services	100	youth at a cost of	\$ 100.00	10,000.00
WFMS-Transportation	50	at a cost of	\$ 56.25	2,812.50
WFMS-Stipends		Tech Hire Summer Boot Camp Stipends C93-additional Participant Costs allocation for stipends for youth participating in the TechHire Summer Boot Camp Program		174,875.00
<b>TOTAL Participant Support</b>				<b>\$ 542,660.95</b>

<b>Total Expense</b>	<b>\$ 757,112.49</b>
<b>Less Leases and Capital Purchases</b>	<b>\$ (6,841.44)</b>
<b>WFMS Allocations</b>	<b>\$ (367,785.95)</b>
<b>Modified Total Direct Cost:</b>	<b>\$ 382,485.10</b>

**ADMINISTRATIVE COST**

Indirect Cost Rate:	10.12%	\$ 38,707.49
Attrition		-
<b>TOTAL ADMINISTRATIVE COST</b>		<b>\$ 38,707.49</b>

<b>TOTAL Contract Award</b>	<b>rounded \$ 795,820</b>
-----------------------------	---------------------------

September 16, 2020

Ms. Connie Perez-Borroto  
President/CEO  
Youth Co-Op, Inc.  
5040 NW 7<sup>th</sup> Street, Suite 300  
Miami, FL 33126

RE: replacing/rescinding letter date June 19, 2020

Dear Ms. Perez-Borroto:

This is to notify you of your Agency's additional Participant Costs allocation for youth participating in the Pre-Apprenticeship Internship Summer Program for the period of **July 1, 2020 through August 7, 2020**.

The total additional Participant Costs allocation that will be entered into the **Workforce Management System (WFMS)** for Youth Co-Op, Inc.'s **In-School Youth Program** is as follows:

- Wages and Fringes for **23** youth for a total of **\$39,675.00** in **Workforce Innovation and Opportunity Act (WIOA) Youth** funds.

Should you have any questions, please contact Travis Kelly, Job Training Program Administrator at (305) 929-1562.

Sincerely,

Rick Beasley  
Executive Director  
South Florida Workforce Investment Board  
d/b/a CareerSource South Florida

Pc: Odell Ford, Assistant Director of Finance, SFWIB/CSSF  
Travis Kelly, Job Training Program Administrator, SFWIB/CSSF  
Dulce Quiñones, Contracts Compliance Supervisor, SFWIB/CSSF  
Roxanne Soto, Contracts Administrator, SFWIB/CSSF  
Central File, SFWIB/CSSF



careersourcesfl.com

September 11, 2020

Ms. Connie Perez-Borroto  
President  
Youth Co-Op, Inc.  
5040 NW 7<sup>th</sup> Street, Suite 300  
Miami, FL 33126

RE: Replacing/Rescinding Award Letter Dated August 20, 2020

Dear Ms. Perez-Borroto:

This is to notify you that the South Florida Workforce Investment Board, at the August 20, 2020 meeting, approved to allocate funding for the **TechHire Boot Camp** for the period of **July 1, 2020 through June 30, 2021**.

The total \$87,500 additional Participant Costs allocation will be entered into the **Workforce Management System (WFMS)** for Youth Co-Op, Inc. as follows:

- 150 youth at \$500 for a total of **\$75,000.00 In-School Youth Program (Miami-Dade)**
- 25 youth at \$500 for a total of **\$12,500 In-School Youth Program (Monroe)**

Should you have any questions or concerns, please contact Travis Kelly, Job Training Program Administrator at (305) 929-1562.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Beasley".

Rick Beasley  
Executive Director  
South Florida Workforce Investment Board  
d/b/a CareerSource South Florida

Pc: Odell Ford, Assistant Director of Finance, SFWIB/CSSF  
Travis Kelly, Job Training Program Administrator, SFWIB/CSSF  
Dulce Quiñones, Contracts Compliance Supervisor, SFWIB/CSSF  
Roxanne Soto, Contracts Administrator, SFWIB/CSSF  
Central File, SFWIB/CSSF

info@careersourcesfl.com

7300 Corporate Center Drive, Suite 500  
Miami, Florida 33126

p: 305-594-7615 | f: 305-470-5629



CareerSource  
SOUTH FLORIDA

careersourcesfl.com

August 18, 2020

Ms. Connie Perez-Borroto  
President/CEO  
Youth Co-Op, Inc.  
5040 NW 7<sup>th</sup> Street, Suite 300  
Miami, FL 33126

**RE: Replacing/Rescinding Award Letter Dated May 6, 2020**

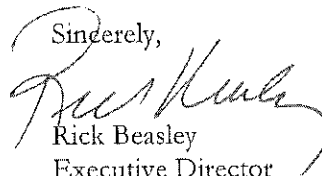
Dear Ms. Perez-Borroto:

This is to notify you of your Agency's additional Participant Costs allocation for youth participating in the TechHire Internship Summer Program for the period of **June 22, 2020 through August 28, 2020**.

The total additional Participant Costs allocation that will be entered into the **Workforce Management System (WFMS)** for Youth Co-Op, Inc.'s **In-School Youth Program** is as follows:

- Wages and Fringes for **43** youth for a total of **\$60,200.00** in **Temporary Assistance to Needy Families (TANF)** funds.

Should you have any questions or concerns please contact Mr. Travis Kelly at (305) 929-1562 or Mr. Fernando Odio at (786) 570-0978.

Sincerely,  


Rick Beasley  
Executive Director  
South Florida Workforce Investment Board  
d/b/a CareerSource South Florida

Pc: Odell Ford, Assistant Director of Finance, SFWIB/CSSF  
Travis Kelly, Job Training Program Administrator, SFWIB/CSSF  
Dulce Quiñones, Contracts Compliance Supervisor, SFWIB/CSSF  
Roxanne Soto, Contracts Administrator, SFWIB/CSSF  
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7300 Corporate Center Drive, Suite 500  
Miami, Florida 33126

p: 305-594-7615 | f: 305-470-5629

## Aylen Hidalgo-Gato

---

**From:** Mariza Torres  
**Sent:** Friday, November 20, 2020 11:09 AM  
**To:** Aylen Hidalgo-Gato  
**Subject:** FW: Youth Coop ISY Initial Budget  
**Attachments:** MDISY 2020-2021 as submitted 090820.xlsx

**Mariza Torres**  
**SFWIB Program Services Supervisor**  
CareerSource South Florida  
7300 Corporate Center Drive, Suite 500  
Miami, FL 33126  
P: 305-929-1565 | F: 305-470-5525  
**email:** [mariza.torres2@careersourcesfl.com](mailto:mariza.torres2@careersourcesfl.com)  
**web:** [www.careersourcesfl.com](http://www.careersourcesfl.com)



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**From:** Roxanne Soto <[roxanne.soto@careersourcesfl.com](mailto:roxanne.soto@careersourcesfl.com)>  
**Sent:** Thursday, November 19, 2020 11:28 AM  
**To:** Mariza Torres <[Mariza.Torres2@careersourcesfl.com](mailto:Mariza.Torres2@careersourcesfl.com)>  
**Cc:** Fernando Odio <[Fernando.Odio@careersourcesfl.com](mailto:Fernando.Odio@careersourcesfl.com)>  
**Subject:** FW: Youth Coop ISY Initial Budget

Mariza: Please see attached and let me know if the changes to the WFMS in the attached are ok to process.

Thanks,  
**Roxanne Soto**  
**Contracts Administrator**  
CareerSource South Florida  
7300 Corporate Center Drive, Suite 500  
Miami, FL 33126  
P: 305-929-1581 | F: 305-470-5519  
**email:** [roxanne.soto@careersourcesfl.com](mailto:roxanne.soto@careersourcesfl.com)  
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**From:** Jorge Pichardo [<mailto:Jorge.Pichardo@ycoopmail.org>]  
**Sent:** Thursday, November 19, 2020 11:15 AM  
**To:** Roxanne Soto

**Cc:** Fernando Odio  
**Subject:** RE: Youth Coop ISY Initial Budget

Oops, thanks for the reminder. Attached with all work experience in one line to be used as needed.  
Best regards, keep safe  
Jorge Pichardo

**From:** Roxanne Soto <[roxanne.Soto@careersourcesfl.com](mailto:roxanne.Soto@careersourcesfl.com)>  
**Sent:** Thursday, November 19, 2020 9:26 AM  
**To:** Jorge Pichardo <[Jorge.Pichardo@ycoopmail.org](mailto:Jorge.Pichardo@ycoopmail.org)>  
**Cc:** Fernando Odio <[Fernando.Odio@careersourcesfl.com](mailto:Fernando.Odio@careersourcesfl.com)>  
**Subject:** FW: Youth Coop ISY Initial Budget

Good morning Jorge: Just as a reminder, we are pending the corrections we had discussed to the WFMS in the ISY MD budget.

Thanks,

**Roxanne Soto**  
**Contracts Administrator**  
CareerSource South Florida  
7300 Corporate Center Drive, Suite 500  
Miami, FL 33126  
P: 305-929-1581 | F: 305-470-5519  
email: [roxanne.soto@careersourcesfl.com](mailto:roxanne.soto@careersourcesfl.com)  
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**From:** Jorge Pichardo [<mailto:Jorge.Pichardo@ycoopmail.org>]  
**Sent:** Monday, October 19, 2020 12:01 PM  
**To:** Mariza Torres  
**Cc:** Roxanne Soto; Odell J. Ford; Travis Kelly; Rondricka Jefferies; Aylene Hidalgo-Gato; Alicia Sante; Paulina Velez; Connie Perez-Borroto  
**Subject:** RE: Youth Coop ISY Initial Budget

Mariza,

Per our conversation this morning, I am copying the WFMS section of the approved 19-20 budget. As you can see, all the funds from the previous year were budgeted for Summer wages. We do not have year round in the in-school budget. I do not understand why they were placed in the PWE-4 fund in WFMs in either of the two years, but that is an internal process of CSSF which is beyond our control. The current 20-21 has the same consideration, and the reason that the vouchers were prepared under PWE-4 is that, at the time they were processed, that was the only funding available and was no different from the previous year.

WFMS Allocations			
	(average hrs)	# youth	unit cost
Participant Internship Fringes			
Participant Fringes (Work Experience)			
Support Services: Participants		75,000	\$ 100.00
Summer Wages and Fringes	115.85	135,000	\$ 8.25
Summer Wages and Fringes	Pre-Apprenticeship Summer Internships/Prin	11	\$ 1,266,364
Summer Wages and Fringes	Tech Hire Summer Internships and Fringes	11	\$ 5,858,364
Participant Transportation		50.0	\$ 56.25
Attrition			
Stipend	Tech Hire Summer Boot Camp Stipends	101	\$ 500.00
			\$ -
<b>TOTAL Participant Costs</b>			<b>\$ 268,185.50</b>

If you want we can process a budget revision to include the necessary amount of funds to cover those vouchers already processed under PWE-4 , but you can also do that as an internal fund transfer, since they are all WIOA Youth (4) funds anyway.

Let me know

Thanks

Jorge Pichardo

**From:** Mariza Torres <Mariza.Torres2@careersourcesfl.com>

**Sent:** Monday, October 19, 2020 10:07 AM

**To:** Jorge Pichardo <Jorge.Pichardo@ycoopmail.org>

**Cc:** Roxanne Soto <roxanne.Soto@careersourcesfl.com>; Odell J. Ford <Odell.Ford@careersourcesfl.com>; Travis Kelly <Travis.Kelly2@careersourcesfl.com>; Rondricka Jefferies <Rondricka.Jefferies@careersourcesfl.com>; Aylene Hidalgo-Gato <Aylene.Hidalgo-Gato@careersourcesfl.com>

**Subject:** Youth Coop ISY Initial Budget

Good morning Jorge,

Thank you for connecting with me today about the Youth Coop ISY Initial Budget.

As we discussed, YCO ISY has issued a total of \$7,100 vouchers under funding PWE\_4, see attachment. If we move all the funding to PWES\_4, then WFMS will have a negative balance.

I've attached the previous year 19-20 Fiscal Summary Breakdown for work experience year round allocation.

Thanks,

**Mariza Torres**  
**SFWIB Program Services Supervisor**  
 CareerSource South Florida  
 7300 Corporate Center Drive, Suite 500  
 Miami, FL 33126  
 P: 305-929-1565 | F: 305-470-5525  
 email: [mariza.torres2@careersourcesfl.com](mailto:mariza.torres2@careersourcesfl.com)  
 web: [www.careersourcesfl.com](http://www.careersourcesfl.com)



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Jorge Pichardo - Finance Director - Main Office

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Jorge Pichardo - Finance Director - Main Office

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## Aylen Hidalgo-Gato

---

**From:** Mariza Torres  
**Sent:** Friday, November 20, 2020 10:49 AM  
**To:** Aylen Hidalgo-Gato  
**Subject:** FW: Youth Coop ISY Initial Budget

**Mariza Torres**  
**SFWIB Program Services Supervisor**  
CareerSource South Florida  
7300 Corporate Center Drive, Suite 500  
Miami, FL 33126  
P: 305-929-1565 | F: 305-470-5525  
**email:** [mariza.torres2@careersourcesfl.com](mailto:mariza.torres2@careersourcesfl.com)  
**web:** [www.careersourcesfl.com](http://www.careersourcesfl.com)



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**From:** Roxanne Soto <[roxanne.soto@careersourcesfl.com](mailto:roxanne.soto@careersourcesfl.com)>  
**Sent:** Friday, November 20, 2020 10:43 AM  
**To:** Mariza Torres <[Mariza.Torres2@careersourcesfl.com](mailto:Mariza.Torres2@careersourcesfl.com)>  
**Cc:** Fernando Odio <[Fernando.Odio@careersourcesfl.com](mailto:Fernando.Odio@careersourcesfl.com)>  
**Subject:** RE: Youth Coop ISY Initial Budget

Good morning Mariza: We will need to route again since the spreadsheet changed, to ensure all other items remained the same.

Thanks,  
**Roxanne Soto**  
**Contracts Administrator**  
CareerSource South Florida  
7300 Corporate Center Drive, Suite 500  
Miami, FL 33126  
P: 305-929-1581 | F: 305-470-5519  
**email:** [roxanne.soto@careersourcesfl.com](mailto:roxanne.soto@careersourcesfl.com)  
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**From:** Mariza Torres  
**Sent:** Friday, November 20, 2020 10:22 AM  
**To:** Roxanne Soto

**Cc:** Fernando Odio  
**Subject:** RE: Youth Coop ISY Initial Budget

Are you going to send a new Budget Review Cover Page or do we use the one from last time?

**Mariza Torres**  
**SFWIB Program Services Supervisor**  
CareerSource South Florida  
7300 Corporate Center Drive, Suite 500  
Miami, FL 33126  
P: 305-929-1565 | F: 305-470-5525  
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**Cc:** Fernando Odio <[Fernando.Odio@careersourcesfl.com](mailto:Fernando.Odio@careersourcesfl.com)>  
**Subject:** RE: Youth Coop ISY Initial Budget

Good Afternoon Roxanne,

I've reviewed the document. Yes.

**Mariza Torres**  
**SFWIB Program Services Supervisor**  
CareerSource South Florida  
7300 Corporate Center Drive, Suite 500  
Miami, FL 33126  
P: 305-929-1565 | F: 305-470-5525  
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**Subject:** FW: Youth Coop ISY Initial Budget

Mariza: Please see attached and let me know if the changes to the WFMS in the attached are ok to process.

Thanks,

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**Contracts Administrator**  
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Best regards, keep safe  
Jorge Pichardo

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**Cc:** Fernando Odio <[Fernando.Odio@careersourcesfl.com](mailto:Fernando.Odio@careersourcesfl.com)>  
**Subject:** FW: Youth Coop ISY Initial Budget

Good morning Jorge: Just as a reminder, we are pending the corrections we had discussed to the WFMS in the ISY MD budget.

Thanks,  
**Roxanne Soto**  
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**Sent:** Monday, October 19, 2020 12:01 PM  
**To:** Mariza Torres  
**Cc:** Roxanne Soto; Odell J. Ford; Travis Kelly; Rondricka Jefferies; Aylene Hidalgo-Gato; Alicia Sante; Paulina Velez; Connie

Perez-Borroto

**Subject:** RE: Youth Coop ISY Initial Budget

Mariza,

Per our conversation this morning, I am copying the WFMS section of the approved 19-20 budget. As you can see, all the funds from the previous year were budgeted for Summer wages. We do not have year round in the in-school budget. I do not understand why they were placed in the PWE-4 fund in WFMs in either of the two years, but that is an internal process of CSSF which is beyond our control. The current 20-21 has the same consideration, and the reason that the vouchers were prepared under PWE-4 is that, at the time they were processed, that was the only funding available and was no different from the previous year.

WFMS Allocations			
	(average hrs)	# youth	unit cost
Participant Internship Fringes:			
Participant Fringes (Work Experience)			
Support Services Participants		75,000	\$ 100.00
Summer Wages and Fringes	115.85	135,000	\$ 8.25
Summer Wages and Fringes			\$ 129,023.00
Summer Wages and Fringes		11	\$ 1,266,364
Summer Wages and Fringes		11	\$ 5,856,364
Participant Transportation		50.0	\$ 56.25
Attrition			
Stipend		101	\$ 500.00
			\$ 50,500.00
<b>TOTAL Participant Costs</b>			<b>\$ 268,185.50</b>

If you want we can process a budget revision to include the necessary amount of funds to cover those vouchers already processed under PWE-4 , but you can also do that as an internal fund transfer, since they are all WIOA Youth (4) funds anyway.

Let me know

Thanks

Jorge Pichardo

**From:** Mariza Torres <Mariza.Torres2@careersourcesfl.com>

**Sent:** Monday, October 19, 2020 10:07 AM

**To:** Jorge Pichardo <Jorge.Pichardo@ycoopmail.org>

**Cc:** Roxanne Soto <roxanne.Soto@careersourcesfl.com>; Odell J. Ford <Odell.Ford@careersourcesfl.com>; Travis Kelly <Travis.Kelly2@careersourcesfl.com>; Rondricka Jefferies <Rondricka.Jefferies@careersourcesfl.com>; Aylene Hidalgo-Gato <Aylene.Hidalgo-Gato@careersourcesfl.com>

**Subject:** Youth Coop ISY Initial Budget

Good morning Jorge,

Thank you for connecting with me today about the Youth Coop ISY Initial Budget.

As we discussed, YCO ISY has issued a total of \$7,100 vouchers under funding PWE\_4, see attachment. If we move all the funding to PWES\_4, then WFMS will have a negative balance.

I've attached the previous year 19-20 Fiscal Summary Breakdown for work experience year round allocation.

Thanks,

**Mariza Torres**  
**SFWIB Program Services Supervisor**  
CareerSource South Florida  
7300 Corporate Center Drive, Suite 500  
Miami, FL 33126  
P: 305-929-1565 | F: 305-470-5525  
email: [mariza.torres2@careersourcesfl.com](mailto:mariza.torres2@careersourcesfl.com)  
web: [www.careersourcesfl.com](http://www.careersourcesfl.com)



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CareerSource South Florida is 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.

- -

<http://www.ycoop.org>

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**Jorge Pichardo - Finance Director - Main Office**

<http://www.ycoop.org>

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**Jorge Pichardo - Finance Director - Main Office**

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**CONTRACT INVOICE**

Exhibit I

Contractor Name: \_\_\_\_\_  
 Index Code: \_\_\_\_\_  
 Location Code: \_\_\_\_\_  
 Program Code: \_\_\_\_\_

Prepared By: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Invoice Date: \_\_\_\_\_  
 Invoice Period: \_\_\_\_\_

Acct #	Program	Holdback				TOTAL
		WIOA Youth	WIOA Work Exp	WIOA Incentives	WIOA Work Exp Inc	
5001	<b>STAFF SALARIES</b>					\$ -
5054	FICA					\$ -
5054	MICA					\$ -
5054	Retirement Plan					\$ -
5054	Workers Compensation					\$ -
5054	Unemployment Compensation					\$ -
5054	Health					\$ -
5054	Dental					\$ -
5054	Disability					\$ -
5054	Life					\$ -
	<b>TOTAL FRINGES</b>	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL SALARIES &amp; FRINGES</b>					
5205	Consulting Fee (Program-Related)					\$ -
5207	Other Professional Services (specify)					\$ -
5209	Temporary Agency-Staff					\$ -
5210	Storage Expense-Iron Mountain/Archives					\$ -
5211	Building Lease/Rent					\$ -
5213	Equipment Lease/Rent					\$ -
5215	Equipment Repair & Maintenance					\$ -
5216	Building Repair & Maintenance					\$ -
5217	Security					\$ -
5219	Printing (outside)					\$ -
5221	Office & Computer Supplies (incl. Reproduction)					\$ -
5223	Postage					\$ -
5225	Electricity					\$ -
5227	Telephone (including Cell)					\$ -
5229	Internet Service					\$ -
5230	Staff Background Screening (incl. Drug Testing & Finger Printing)					\$ -
5231	Advertising					\$ -
5241	Local Travel (incl. Toll & Parking)					\$ -
5243	Out of Town Travel					\$ -
5245	Staff Training					\$ -
5247	Meetings & Conferences					\$ -
5249	Cleaning Supplies					\$ -
5250	General Liability Insurance					\$ -
5251	Auto Insurance					\$ -
5252	Property Insurance					\$ -
5254	Crime Insurance					\$ -
5255	Flood Insurance					\$ -
5256	Bonding Insurance					\$ -
5402	Capital Equipment (not incl. Software & Hardware)					\$ -
5404	Non-Capital Equipment (not incl. Software & Hardware)					\$ -
5405	Capital Software & Hardware					\$ -
5406	Non-Capital Software & Hardware					\$ -
5520	Participant Background & Fingerprinting					\$ -
5524	Participant Field Trips (include bus, admission)					\$ -
5525	Participant Training Materials & Supplies					\$ -
5535	Participant Tutoring					\$ -
5537	Participant Clothing					\$ -
5575	Participant Leadership					\$ -
5580	Participant End of Year Activities					\$ -
5585	Participant Nutrition/Snacks					\$ -
5613	Common Area Maintenance					\$ -
5618	Alarm Service					\$ -
5619	Garbage Disposal					\$ -
5620	Water & Sewer					\$ -
5621	Pest Control					\$ -
5680	Childcare Services					\$ -
5530	WFMS- Paid Work Experience (Year Round)					\$ -
	Other (Please specify)					\$ -
	<b>Total Other Expenditures</b>	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL PROGRAM COSTS</b>	\$ -	\$ -	\$ -	\$ -	\$ -

CONTRACT INVOICE

Exhibit I

Acct # \_\_\_\_\_

		Holdback				
		ADM	ADM	ADM	ADM	
		WIOA Youth	WIOA Work Experience	WIOA Incentives	WIOA Work Exp. Inc.	TOTAL
5780	Indirect Costs					\$ -
	Other Administrative Costs(Please specify)					\$ -
	Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ADMINISTRATIVE COSTS</b>		\$ -	\$ -	\$ -	\$ -	\$ -

		ADM	ADM	ADM	ADM	
		WIOA Youth	WIOA Work Experience	WIOA Incentives	WIOA Work Exp. Inc.	TOTAL
	TOTAL PROGRAM	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL ADMINISTRATIVE	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL PAYABLE	\$ -	\$ -	\$ -	\$ -	\$ -

The salary information and distribution across program funding streams are accurate and supported through detailed personnel activity report that meet the Uniform Guidance.

We understand that failure to maintain the required supporting documentation for staff time and all related expenses will result in payment disallowances that will either be deducted from future contract payments and / or payable in full to the South Florida Workforce Investment Board.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

\_\_\_\_\_  
Name of Person Authorized to Sign Reimbursement/Justification Packages

\_\_\_\_\_  
Signature of Person Authorized to Sign Reimbursement/Justification Packages

\_\_\_\_\_  
Date



**WORKFORCE SERVICES  
MODIFICATION TO CONTRACT BETWEEN  
SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
AND  
YOUTH CO-OP, INC.**

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

**AWARDING OFFICIAL CONTACT INFORMATION**

Name: Rick Beasley  
Title: Executive Director  
Telephone Number: (305) 929-1500  
Date of Notice: May 30, 2019  
R&D: No

PASS THROUGH:	
DEPARTMENT OF ECONOMIC OPPORTUNITY	
CFDA	FAIN
WIOA Youth: 17.259	AA332231955A12
TANF: 93.558	G2001FLTANF

**CONTRACTOR**

**Youth Co-Op, Inc.**  
**5040 NW 7<sup>th</sup> Street, Suite 300**  
**Miami, Florida 33126**  
**DUNS Number: 150482404**

**TITLE OF CONTRACTOR'S PROGRAM**

**"Youth Program: In-School" (Miami-Dade)**

**MODIFIED:**

**CONTRACT NUMBER**  
**WS-YS-ISY-PY'20-05-01**

**PREVIOUS:**

<u>CONTRACT AMOUNT</u>	<u>CONTRACT NUMBER</u>	<u>INDEX CODE</u>	<u>CONTRACT PERIOD</u>
\$795,820.00	WS-YS-ISY-PY'20-05-00	22005	July 1, 2020 – June 30, 2021

THIS AMENDMENT #01, hereinafter referred to as the "AMENDMENT," entered into between **Youth Co-Op, Inc.**, hereinafter referred to as the "CONTRACTOR" and the South Florida Workforce Investment Board, hereinafter referred to as the "SFWIB," amends the Workforce Services Contract, hereinafter collectively with amendment referred to as the "CONTRACT" between the SFWIB and the CONTRACTOR dated July 1, 2020 and expiring June 30, 2021.

**Article 1, Section J – Employment Eligibility Verification** is repealed and replaced with the following:

**Article 1, Section J – Verification of Employment Eligibility (E-Verify)**

**E-Verify** is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States. There is no charge to employers to use E-Verify.

By entering into this Contract, the Contractor becomes obligated to comply with the provisions of section 448.095, Florida Statutes, titled "Verification of Employment Eligibility." This includes but is not limited to utilization of the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of all newly hired employees by the Contractor effective, January 1, 2021, and requiring all Subcontractors to provide an affidavit attesting that the Subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. Contractors must also include in all subcontracts the requirement that subcontractors performing work or providing services pursuant to this Contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the term of the subcontract. Failure to comply may lead to termination of this Contract, or if a Subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination, and the Contractor may be liable for any additional costs incurred by the SFWIB resulting from the termination of the Contract. If this Contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of one year after the date of termination. Public and private employers must enroll in the E-Verify System (<http://www.uscis.gov/e-verify>) and retain the I-9 Forms for inspection.

The Department of Homeland Security's E-Verify system can be found at:

[http://www.dhs.gov/files/programs/ce\\_1185221678150.shtm](http://www.dhs.gov/files/programs/ce_1185221678150.shtm)

The Contractor shall maintain evidence of the use of the E-Verify system in the employee's personnel file. The Contractor shall maintain a personnel file for each staff person funded under this Contract in accordance with the SFWIB's Policies and Procedures, state and federal laws.

**Exhibit A-Statement of Work**, is repealed and replaced with **Exhibit A-1 Modified Statement of Work**.

**Exhibit D-Payment for Performance**, is repealed and replaced with **Exhibit D-1 Modified Payment for Performance**.

**Attachment 1-Exhibit D-Balanced Scorecard Specifications**, is repealed and replaced with **Attachment 1-A, Exhibit D-1- Modified Balanced Scorecard Specifications**

All provisions in the CONTRACT and any attachments and exhibits 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**

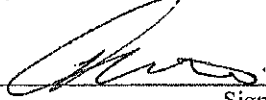
**SIGNATORY FORM**

**THE PARTIES HERETO ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT ON BEHALF OF THE RESPECTIVE PARTIES:**

AUTHORIZED SIGNATURES FOR: **Youth Co-Op, Inc.**  
PROGRAM ENTITLED: **"Youth Program: In-School" (Miami-Dade)**  
CONTRACT NUMBER: **WS-YS-ISY-PY'20-56-01**  
CFDA NUMBERS: **WIOA YOUTH: 17.259; TANF: 93.558.**

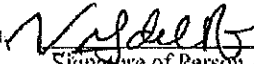
(These Signatures shall be the same as those names that appear in the List of Authorized Signatures Provided in the Operational Documents on file with the South Florida Workforce Investment Board)

(For Use Only When Contractor Is a Corporation)

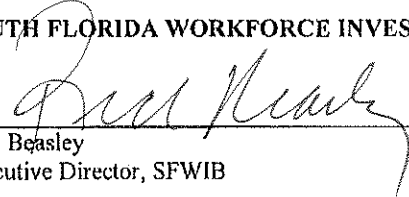
1a.  1b. \_\_\_\_\_  
Signature of President or Vice-President  
Date 6/10/21 Date \_\_\_\_\_

2a. Connie Perez-Borroto 2b. \_\_\_\_\_  
Typed Name of President or Vice-President

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

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

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

 6/12/2021  
Rick Beasley Date  
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, 2020 – JUNE 30, 2021**

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, 2020, through June 30, 2021**.

**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, 2020 – June 30, 2021
- Summer Activities: July 1, 2020 – August 31, 2020
- Summer Activities: June 1, 2021 – June 30, 2021

**B. PERFORMANCE**

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

- Exhibit D–Payment for Performance:
  - Attachment 1-A –Exhibit D-1 –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 **670** ISY including number of new enrollments and carryovers\*;
2. Enroll new ISY for PY'2020-2021;
  - The contractor shall enroll **207** youth by March 31, 2021.
  - If the Contractor enrolls less than 90% of the enrollment requirement (less than **186**), a deduction or chargeback to expenditures already paid will be collected based upon the following calculation: \$3,000.00 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, 2020, and remain active as of July 1, 2020, 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 10 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 147<sup>th</sup> Terrace; Miami, Florida 33176**
2. **Hialeah Senior High School: 251 E. 447<sup>th</sup> Street; Hialeah, Florida 33013**
3. **Homestead Senior High School: 2351 SE 12<sup>th</sup> Avenue; Homestead, Florida 33035**
4. **Miami Southridge Senior High School: 19355 SW 114<sup>th</sup> Avenue; Miami, Florida 33157**
5. **South Dade Senior High School: 28401 SW 167<sup>th</sup> 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 PROGRAM**

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

**INTENTIONALLY LEFT BLANK**

**MODIFIED PAYMENT FOR PERFORMANCE  
IN-SCHOOL YOUTH  
PY'2020-2021**

- I. The Contractor shall be paid, barring disallowances, the full amount of the **monthly reimbursement** request based upon the **Cost Reimbursement** funding award amount. Performance incentives are based upon a **seven percent (7%) holdback**. These incentives shall be distributed to those Contractors who attain the performance specified in **Attachment 1-A Modified CSSF Specifications for In-School Youth Program Balanced Scorecard Report** and **Attachment 2-Payment Provisions Table**.
- A. The **seven (7%) Performance Holdback** amount is divided as follows:
- **Three percent (3%)** shall be utilized to pay staff incentives to both programmatic and administrative employees. No more than 10% of the three percent (3%) holdback may be used to pay administrative employee incentives.
  - **Four percent (4%)** shall be utilized to pay for allowable operational costs to implement the program as set forth in **Exhibit A-1 Modified Statement of Work** and **Exhibit AA-Program Design and Service Delivery**.
  - The Performance Holdback amount shall be utilized to pay work experiences costs as set forth in **Article IV, Section M** of this Contract.
  - Holdback shall only be paid when Contractor has met the required **25% Work Experience** expenditure, as set forth in **Article IV, Section M** of this Contract, for the YTD period in which the holdback is awarded.
- B. The **Cost Reimbursement** funding award amount shall not be utilized to pay staff incentives.
- C. Indirect Costs shall be applied to the **seven (7%) Performance Holdback** amount in the same manner as it is applied to the **Cost Reimbursement** funding award amount. In no event shall the administrative costs exceed **ten percent (10%)**, or the Indirect Cost Rate, whichever is less.
- II. **Sixty-five percent (65%)** of the seven percent (7%) Performance Holdback Payment shall be based upon Individual Contractor performance quarterly, and **thirty-five percent (35%)** of the Performance Holdback Payment shall be based upon additional Individual Contractor Performance annually per program year (as specified in **Attachment 1-A Modified CSSF Specifications for In-School Youth Program Balanced Scorecard Report** and **Attachment 2-Payment Provisions Table**), which shall be applied for PY'2020-2021 as follows:
- A. **Individual Contractor (IC) Quarterly Performance (65%)**
- IC Quarterly Performance shall be measured at the Contractor Level Quarterly for the performance indicator(s) defined in **Attachment 1-A Modified CSSF Specifications for In-School Youth Program Balanced Scorecard Report**.
1. If the Individual Contractor meets the IC performance measures defined in **Attachment 1-A Modified CSSF Specifications for In-School Youth Program Balanced Scorecard Report** and set forth in **Attachment 2-Payment Provisions Table**:
    - The Contractor shall receive an **incentive payment** for the performance measures as set forth in **Attachment 2-Payment Provisions Table**.

- Individual Contractor shall meet the Required New Enrollments as stated in **Attachment 2-Payment Provisions Table** no later than March 31, 2020. Performance measure will be based on enrollments entered in the state data base as of March 31, 2020. If the IC meets the performance measures as set forth in **Attachment 2-Payment Provisions Table** Required New Enrollments, the allocated funds will be distributed after March 31, 2020.
2. If the Individual Contractor does not meet or the measure has no data for the IC Performance measures defined in **Attachment 1-A Modified CSSF Specifications for In-School Youth Program Balanced Scorecard Report** and set forth in **Attachment 2-Payment Provisions Table**:
- The Contractor shall **forfeit** an amount based upon the percentage of the performance measure that was not met for the incentive holdback as set forth in **Attachment 2-Payment Provisions Table**.

**B. Individual Contractor (IC) Annual Performance (35%)**

IC Annual Performance shall be measured annually for the performance indicator(s) defined in **Attachment 1-A Modified CSSF Specifications for In-School Youth Program Balanced Scorecard Report**.

1. If the Individual Contractor meets the performance measures defined in **Attachment 1-A Modified CSSF Specifications for In-School Youth Program Balanced Scorecard Report** and set forth in **Attachment 2-Payment Provisions Table**:
- The Contractor shall receive an **incentive payment** for the performance measures as set forth in **Attachment 2-Payment Provisions Table**.
2. If the Individual Contractor does not meet or the measure has no data for the performance measures defined in **Attachment 1-A Modified CSSF Specifications for In-School Youth Program Balanced Scorecard Report** and set forth in **Attachment 2-Payment Provisions Table**:
- The Contractor shall **forfeit** an amount based upon the percentage of the performance measure that was not met for the incentive holdback as set forth in **Attachment 2-Payment Provisions Table**.
  - If the contractor exits a youth case without written authorization, SFWIB shall apply a financial consequence of \$1,000.00 per occurrence.
  - Failure to obtain prior written approval from the SFWIB to exit participants from the funded program shall constitute a breach of this Contract and shall result in a deduction as specified above and may result in deobligation of current funds or non-consideration for future funding.

**III. Periods of Performance Measurement**

IC Quarter performance shall be measured **two times** during the following PY'2020-2021 periods:

- **July 1, 2020 to December 31, 2020**
- **January 1, 2021 to March 31, 2021**

IC Annual performance shall be measured **one time** during the following PY'2020-2021 periods:

- **July 1, 2020 to March 31, 2021**

**IV. SFWIB reserves the right to make future funding decisions based upon the Contractor's individual performance by Contractor as set forth in Attachment 1-A Modified CSSF Specifications for In-School Youth Program Balanced Scorecard Report and Attachment 2-Payment Provisions Table, attached hereto and incorporated herein.**





## In-School Youth Program Balanced Scorecard

### Report Specifications

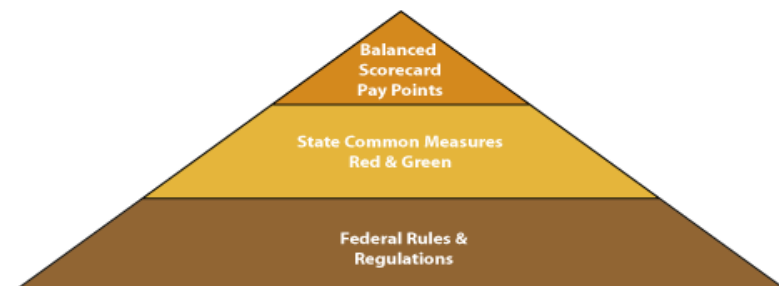
*Date updated: July 1, 2020*

#### I. Purpose

The purpose of the 2020-2021 South Florida Workforce Investment Board (SFWIB) Balanced Scorecard Report is to strengthen and make the SFWIB's workforce service delivery system more effective and efficient by simplifying complex measures systems, integrating multilevel performance indicators and focusing on the basics such as employment outcome and self-sufficiency. The Balanced Scorecard Report is a performance measure system that is also used as a payment structure to improve employment opportunities for all jobseekers and increase businesses' competitive advantage in a global economy.

The SFWIB's performance structure is derived from the local, state and federally mandated measures. The comprehensive multilevel performance measures system was used to distinguish the organization's goals and define the Balanced Scorecard measures. This system shall assist Workforce Development Area 23 (Area 23) in exceeding performance and serving all participants. The graph below illustrates the vertical integration of the multilevel performance measures system.

The Balanced Scorecard Report acts as a measurement system, strategic management system, and communication tool. It provides a compass for resource allocation to the SFWIB Contractors by sorting and prioritizing dozens of state and federal mandates. It simplifies the complex and perplexing Workforce performance system, which in turn enhances Contractors' to allocate human capital and financial resources in areas that shall collectively benefit Area 23's performance.



This document describes the specifications for the Balanced Scorecard Report 1) selection criteria, 2) reporting elements, and 3) logic used to obtain the different reporting elements. It is organized in three sections: Required Quarterly Measures, Required Annual Measures and Additional Performance Measures.

## II. Report Methodology

Listed below are the SFWIB's methodologies used to define and calculate the performance accountability requirements for Area 23. Data will be obtained from the Employ Miami-Dade (EMD)/Employ Monroe (EM) and Workforce Management System (WFMS) data warehouse and computed using the following listed methodologies.

Acronyms	Systems	Programs
EMD/EM	Employ Miami-Dade/ Employ Monroe	The Workforce Innovation and Opportunity Act (WIOA) Youth
WFMS	Workforce Management System	All Youth Programs

Definition	
<b>Global Exclusion -</b>	A participant who is hard exited has a planned gap in service that will exceed 90 days. This individual is not considered an exiter and does not count in performance.

***ANY MEASURE CONTAINING NO DATA WILL BE CONSIDERED NOT MET AND WILL NOT BE EARNED/PAID.***

### A. Required Quarterly Measures (65% Payment) – Quarterly Per Contractor

#### 1) Number of New Enrollments

Number of New Enrollment reflects the number of all ISY 14-21 enrolled between July 1, 2020 and March 31, 2021.

#### Data Source

The data for this measure is collected and analyzed using the EMD/EM system.

**1a.) This data is found in the programs section in EMD/EM under WIOA section and is identified as the participation date.**

#### 2) Measureable Skills Gain

Measurable Skills Gain reflects the percentage of participants who, during the program year, are in education or training programs that leads to a recognized postsecondary credential or employment and who are achieving measureable skills gains, defined as documented academic, technical, occupational, or employment. The measurable skill gains indicator is used to measure interim progress of participants who are enrolled in education or training services for a specified reporting period. Therefore, it is not an exit-based measure. This performance will be measured at 90%.

- Number of program participants during the reporting period who are in an education or training program that leads to a recognized postsecondary credential or employment and are achieving measurable skill gains based on attainment of at least one type of gain.
- 
- Divided by the number of program participants during the reporting period who are in an education or training program that leads to a recognized postsecondary credential or employment. This includes participants who continue to receive services as well as those who have participated during the reporting period and have exited the program.

**Data Source**

The data for this measure is collected and analyzed using the EMD and EM system and are identified by the activity codes listed below and can be found in the programs section under the WIOA measurable skills gain section.

**2a.) Measurable Skills Gain Activity Codes:**

- **415-Enrolled in Alternative Education**
- **423-Pre-Apprenticeship Youth**
- **429-Enrollment in Secondary School (HS)**
- **431-Alternate Secondary School Services**

**3) Title I Youth Education and Employment Rate-2<sup>nd</sup> Quarter After Exit**

Title I Youth Education and Employment Rate-2<sup>nd</sup> Quarter After Exit reflects the percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program. This performance will be measured at 90%.

- The number of Title I Youth program participants who exited during the reporting period who are found to be employed, either through direct UI wage record match, Federal or military employment records, or supplemental wage information, OR found to be enrolled in secondary education, postsecondary education, or occupational skills training (including advanced training) in the second quarter after the exit quarter.
- 
- Divided by the number of Title I Youth program participants who exited the program during the reporting period.

**Data Source**

The data for this measure is collected and analyzed using the EMD/EM system.

3a.) This data can be found in EMD/EM in the programs section under the WIOA follow up section.

**4) Title I Youth Education and Employment Rate- 4<sup>th</sup> Quarter After Exit**

Title I Youth Education and Employment Rate-4<sup>th</sup> Quarter After Exit reflects the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program. This performance will be measured at 90%.

- The number of Title I Youth program participants who exited the program during the reporting period who are found to be employed, either through direct UI wage record match, Federal or military employment records, or supplemental wage information, OR found to be enrolled in secondary education, postsecondary education, or occupational skills training (including advanced training) in the fourth quarter after the exit quarter.
- 
- Divided by the number of Title I Youth program participants who exited the program during the reporting period.

**Data Source**

The data for this measure is collected and analyzed using the EMD/EM system.

4a.) This data can be found in EMD/EM in the programs section under the WIOA follow up section.

**5) Median Earnings- 2<sup>nd</sup> Quarter After Exit**

Median Earnings-2<sup>nd</sup> Quarter After Exit reflects the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program, as established through direct UI wage record match, Federal, military employment records, or supplemental wage information. This performance will be measured at 90%.

- The total quarterly earnings, for all participants employed in the second quarter after exit, are collected by either direct wage record match or supplemental wage information. The collected quarterly wage information values are listed in order, from the lowest to the highest value. The value in the middle of this list is the median earnings value, where there is the same quantity of numbers above the median number as there is below the median number.

### Data Source

The data for this measure is collected and analyzed using the EMD/EM system.

#### 5a.) The Median Earnings- 2<sup>nd</sup> Quarter after EXIT is:

- \$3,500

## B. Required Annual Measures (35% Payment) – Annually per Contractor

### 1) Credential Attainment

Credential Attainment reflects the percentage of participants enrolled in an education or training program (excluding those in OJT and customized training) who attained a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. This performance will be measured at 90%.

- The number of participants who exited during the reporting period who obtained a recognized postsecondary credential during the program or within one year after exit OR those who were in a secondary education program and obtained a secondary school diploma or its recognized equivalent during the program or within one year after exit and were also employed, or in an education or training program leading to a recognized postsecondary credential within one year after exit.

- 
- Divided by the number of participants enrolled in an education or training program (excluding those in OJT and customized training) who exited during the reporting period.

### Data Source

The data for this measure is collected and analyzed using the EMD/EM system.

#### 1a.) This data can be found in EMD/EM in the programs section under the WIOA credential attainment section.

### 2) WIOA Error Rate (Annually)

WIOA Error Rate (Annually) reflects the Quality Assurance (QA) Data Validation reviews performed by the QA unit during the Program Year for all WIOA Contractors. This performance is measured annually at 3% or less.

### Data Source

The data will be obtained from the File Review and/or the System Review Tool (OCI).

**C. Additional Performance Measure (Not a Pay Point)**

**1) WIOA Follow-Up (Quarterly)**

WIOA Follow-Up (Quarterly) reflects the total number of ISY follow-up completed divided by the number of all ISY # with follow-up due during the quarter. This performance is measured at 100%.

- The total # number of all WIOA ISY follow-up completed

---

- Divided by the # of WIOA ISY with follow-up due during the quarter

**Data Source**

The data for this measure is collected and analyzed using the EMD/EM system.

**1a.) This data can be found in EMD/EM in the programs section under the WIOA follow-up section.**

**WORKFORCE SERVICES  
MODIFICATION TO CONTRACT BETWEEN  
SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
AND  
YOUTH CO-OP, INC.**

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

AWARDING OFFICIAL CONTACT INFORMATION  
Name: Rick Beasley  
Title: Executive Director  
Telephone Number: (305) 929-1500  
Date of Notice: May 30, 2019  
R&D: No

PASS THROUGH:	
DEPARTMENT OF ECONOMIC OPPORTUNITY	
CFDA	FAIN
WIOA Youth: 17.259	AA332231955A12
TANF: 93.558	G2001FLTANF

CONTRACTOR  
**Youth Co-Op, Inc.**  
5040 NW 7<sup>th</sup> Street, Suite 300  
Miami, Florida 33126  
DUNS Number: 150482404

TITLE OF CONTRACTOR'S PROGRAM  
"Youth Program: In-School" (Miami-Dade)

**MODIFIED:**  
CONTRACT AMOUNT                      CONTRACT NUMBER  
\$839,220.00                                  WS-YS-ISY-PY'20-05-02

**PREVIOUS:**  
CONTRACT AMOUNT    CONTRACT NUMBER    INDEX CODE    CONTRACT PERIOD  
\$795,820.00              WS-YS-ISY-PY'20-05-01    22005              July 1, 2020 – June 30, 2021

THIS AMENDMENT #02, hereinafter referred to as the "AMENDMENT," entered into between **Youth Co-Op, Inc.**, hereinafter referred to as the "CONTRACTOR" and the South Florida Workforce Investment Board, hereinafter referred to as the "SFWIB," amends the Workforce Services Contract, hereinafter collectively with amendment referred to as the "CONTRACT" between the SFWIB and the CONTRACTOR dated July 1, 2020 and expiring June 30, 2021.

**Article I, Section D – Total Payment** is repealed and replaced with the following:

Subject to the availability of funds to the SFWIB, the maximum amount payable for services rendered under this cost reimbursement and performance-based Contract shall not exceed \$839,220.00 as set forth in the table below.

The total Contract amount consists of Cost Reimbursement Award, Work Experience Wages and Incentives Holdback, as defined in Exhibit D-1, Modified Payment for Performance attached. The Cost Reimbursement Award shall not be utilized to pay staff incentives; only the Holdback shall be utilized to pay for staff incentives and other operating costs as set forth in Exhibit D-1, Modified Payment for

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

<b>IN-SCHOOL</b>	<b>WIOA YOUTH: 17.259</b>	<b>TANF: 93.558</b>
Cost Reimbursement Award	\$447,546.00	
7 <sup>th</sup> Incentives Holdback	\$43,466.00	
Work Experience (WFMS)	\$129,933.00	
Pre-Apprenticeship Summer Internships (WFMS)	\$39,675.00	
TechHire Summer Internships (WFMS)		\$60,200.00
TechHire Summer Boot Camp Stipends (WFMS)		\$75,000.00
TechHire Summer Internships (WFMS)(June 2021)		\$43,400.00
<b>Total Contract Amount</b>	<b>\$660,620.00</b>	<b>\$178,600.00</b>

Exhibit A-1, Modified Statement of Work is repealed and replaced with Exhibit A-2, Modified Statement of Work.

Attachment 4 (Exhibit A) PY'21-22 TechHire Internship Program is added.

All provisions in the CONTRACT and any attachments and exhibits 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**



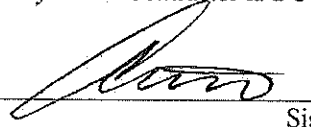
SIGNATORY FORM

THE PARTIES HERETO ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT ON BEHALF OF THE RESPECTIVE PARTIES:

AUTHORIZED SIGNATURES FOR: Youth Co-Op, Inc.  
PROGRAM ENTITLED: "Youth Program: In-School" (Miami-Dade)  
CONTRACT NUMBER: WS-YS-ISY-PY'20-05-02  
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)

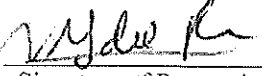
(For Use Only When Contractor Is a Corporation)

1a.  1b. \_\_\_\_\_  
Signature of President or Vice-President

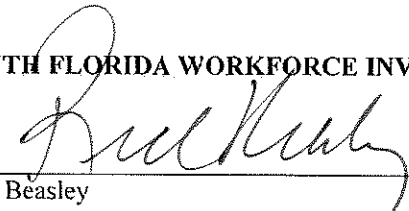
Date 6/23/21 Date \_\_\_\_\_

2a. Connie Perez-Borroto 2b. \_\_\_\_\_  
Typed Name of President or Vice-President

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

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

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

 6/24/2021  
Rick Beasley Date  
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, 2020 – JUNE 30, 2021**

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, 2020, through June 30, 2021**.

**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, 2020 – June 30, 2021
- Summer Activities: July 1, 2020 – August 31, 2020
- Summer Activities: June 1, 2021 – June 30, 2021

**B. PERFORMANCE**

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

- Exhibit D–Payment for Performance:
  - Attachment 1-A –Exhibit D-1 –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 **670** ISY including number of new enrollments and carryovers\*;
2. Enroll new ISY for PY'2020-2021;
  - The contractor shall enroll **207** youth by March 31, 2021.
  - If the Contractor enrolls less than 90% of the enrollment requirement (less than **186**), a deduction or chargeback to expenditures already paid will be collected based upon the following calculation: \$3,000.00 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, 2020, and remain active as of July 1, 2020, 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 10 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 147<sup>th</sup> Terrace; Miami, Florida 33176**
2. **Hialeah Senior High School: 251 E. 447<sup>th</sup> Street; Hialeah, Florida 33013**
3. **Homestead Senior High School: 2351 SE 12<sup>th</sup> Avenue; Homestead, Florida 33035**
4. **Miami Southridge Senior High School: 19355 SW 114<sup>th</sup> Avenue; Miami, Florida 33157**
5. **South Dade Senior High School: 28401 SW 167<sup>th</sup> 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 PROGRAM**

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); and**
4. **PY'21-22 TechHire Internship Summer Program (Attachment 4).**

**INTENTIONALLY LEFT BLANK**

**STATEMENT OF WORK  
YOUTH CO-OP, INC.  
TECH-HIRE INTERNSHIP SUMMER PROGRAM  
PY'21-22**

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 Tech-Hire 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 Tech-Hire Internship Summer Program for the youth who successfully completed the TechHire Summer Boot Camp Program and attained a credential.

The TechHire Summer Internship Program shall provide up to **thirty-one (31)** 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 and Monroe 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 2020. 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 Tech-Hire Internship is a continuation of the program that began on June 22, 2021. The Contractor shall continue providing services beginning July 1, 2021 through September 25, 2021.

## B. Hours and Wage Rate

The Contractor shall pay the wages of eligible youth ages 15-22 their participation in the Tech-Hire Internship Program, at an hourly wage rate of **\$13.88** for a maximum **one-hundred and forty (140)** hours for work based activities including hours worked from the beginning of the program on June 22, 2021.

## C. Tracking Participation

The Contractor shall:

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

## V. ROLES AND RESPONSIBILITIES

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

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

### A. TANF Intake and Eligibility Determination:

To participate in the internship Program, up to thirty-one (**31**) 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 Miami-Dade or Monroe 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 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 Tech-Hire 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 Tech-Hire online application, verification of the information provided on the application, and determination that the applicant meets eligibility criteria established by CSSF and set forth herein. Registration is the process of collecting information to support the determination of eligibility.

## **VI. PROGRAM SERVICES**

The Contractor shall:

- Provide Pre-Employment Work Readiness Training.

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

**VII. PERFORMANCE**

The Contractor shall be responsible for achieving the following performance:

PERFORMANCE MEASURES	STANDARD
Determine eligibility for up to thirty-one (31) TANF eligible youth who completed and obtained a credential in the TechHire Summer Boot Camp.	100%
Complete the required Wagner-Peyser application in EMD/EM for up-to thirty-one (31) eligible youth.	100%
Provide twenty hours (20) of Pre-Employment Work Readiness Training for up to thirty-one (31) eligible youth.	100%
Provide program orientation for up to thirty-one (31) eligible youth.	100%
Ensure all services are being provided and benchmarks recorded in OSST for up to thirty-one (31) eligible youth.	100%
Provide paid work experience (internship) to a minimum of thirty-one (31) 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 (Attachment 2A)
  
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 Tech-Hire Summer Internship Guidelines, TANF, and the SFWIB programmatic and fiscal requirements and performance standards as set forth herein.

**BUDGET REVIEW**

CONTRACTOR: YOUTH CO-OP, INC.

TITLE: In-School Youth (ISY)—Miami-Dade INDEX: 22005  
(07/01/20 to 06/30/21)

**CONTRACTS UNIT REVIEW**

Contracts Manager Assigned: Fernando Odio Date Submitted: 06/17/21.

**PY'20-21 Budget Modification #01**

Cost Reimbursement.....	\$447,546.00
7% Incentive Holdback.....	\$ 43,466.00
Work Experience (WFMS).....	\$129,933.00
Pre-Apprenticeship Summer Internship (WFMS).....	\$ 39,675.00
techHire Summer Boot Camp Stipends (WFMS).....	\$ 75,000.00
TehHire summer Internship (WFMS).....	\$ 60,200.00
TechHire Summer Internship (WFMS)(June 2021).....	\$ 43,400.00
 Total.....	 \$839,220.00

Comment(s): Additional \$43,400 funding for TechHire Summer Internship. Reference award letter dated 6/17/21.

This Budget was reviewed for reasonable projection of expenditures by:

Contracts Manager's/Administrator's Signature: Fernando Odio Date Signed: 7/21/21

- Initial Budget/Contract
- Budget Modification/Contract Modification
- Quarterly Budget Modification (no Contract Modification)
- 15% Variances Approval Letter Required

**FINANCE UNIT REVIEW AND APPROVAL**

Please route in order to the following:

1. Reviewed and Posted to Books by Account Clerk: Amé 07/22/21
2. Reviewed for Support Services: Melvin (Updated Financials) 7/28/2021 MTL 7/28/2021 WFMS Adjusted
3. Reviewed by Assistant Controller: [Signature] 7/29/21
4. Indirect Cost Rate/Cost Allocation Plan Budgeted costs verified by: N/A

**Approved by Finance**

5. Assistant Director's Signature: [Signature] Date Signed: 7/29/21

Routing after Final Assistant Director's approval: to account clerk to scan and original to Contracts.

Comment(s): \_\_\_\_\_ Revised 06/11/20



June 17, 2021

Ms. Connie Perez-Borroto  
President/CEO  
Youth Co-Op, Inc.  
5040 NW 7<sup>th</sup> Street, Suite 300  
Miami, FL 33126

Dear Ms. Perez-Borroto:

This is to notify you of your Agency's additional Participant Costs allocation for youth participating in the TechHire Internship Summer Program for the period of **June 14, 2021 through August 6, 2021.**

The total additional Participant Costs allocation that will be entered into the **Workforce Management System (WFMS)** for Youth Co-Op, Inc.'s **In-School Youth Program** is as follows:

- Wages and Fringes for **31** youth for a total of **\$43,400.00** in **Temporary Assistance to Needy Families (TANF)** funds.

The Contract modification is attached for signature. Please submit the signed scanned modification by **June 24, 2021.** The allocated wages and fringes line item will be added to your agency's final budget. Should you have any questions or concerns please contact Mr. Travis Kelly at (305) 929-1562 or Mr. Fernando Odio at (786) 570-0978.

Sincerely,

Rick Beasley  
Executive Director  
South Florida Workforce Investment Board  
d/b/a CareerSource South Florida

Pc: Renee Bennett, Assistant Controller, SFWIB/CSSF  
Travis Kelly, Travis Kelly, Special Projects Administrator I, SFWIB/CSSF  
Dulce Quiñones, Contracts Compliance Supervisor, SFWIB/CSSF  
Roxanne Soto, Contracts Administrator, SFWIB/CSSF  
Central File, SFWIB/CSSF

info@careersourcesfl.com

7300 Corporate Center Drive, Suite 500  
Miami, Florida 33126

p: 305-594-7615 | f: 305-470-5629



**BUDGET: PROJECTED PROGRAM COST**

Agency Name:	Program	Admin	Total
Youth Co. Op. Inc.	412,419.48	35,126.52	447,546
Miami Dist. In School Youth	39,885.03	43,466.00	83,351.03
Period: 7/1/20 - 6/30/21	129,933.00	3,990.97	133,923.97
Programmatic Funds Awarded:	39,675.00		39,675.00
WIOA (Pre-Appr.)	60,200.00		60,200.00
TANF (Tech-Hire)	75,000.00		75,000.00
TANF (Tech-Hire Summer Internships 2020)	38,707.49		38,707.49
TANF (Tech-Hire Stipends)	757,112.51		757,112.51
<b>Total</b>	<b>\$ 795,820.00</b>		<b>\$ 795,820.00</b>

Position	Name	Rate	Months	Annual Salary	% Allocated to Budget	Total Salary Allocated to Budget
Youth Counselor	Ampac Jauch (174 PD)	1,556.00	12	18,672.00	100.0%	18,672.00
Youth Counselor	Curas, Emilio	2,023.17	24	48,556.08	100.0%	48,556.08
Program Assistant II	Deiz, Lourdes Sep - Jun	2,180.34	10	21,803.40	20.0%	4,360.68
Youth Counselor	Curry, Julissa Sep-June	1,951.86	20	39,037.20	100.0%	39,037.20
Program Assistant	Gonzalez, Glenda	2,180.34	24	52,288.32	77.5%	40,390.27
Lead Youth Counselor	Kos, Claudia	2,133.94	24	51,214.56	100.0%	51,214.56
Youth Counselor	Murano, Ana July-April	1,635.11	10	16,351.10	100.0%	16,351.10
Youth Counselor	Ozuna, Diana Oct - Jun	1,482.48	9	13,342.32	100.0%	13,342.32
Youth Counselor	Velez, Paulina	3,482.78	24	83,586.72	20.0%	16,717.34
<b>TOTAL FTE / Salaries</b>				<b>371,700.05</b>		<b>260,133.70</b>
5011	Accrued Leave				71.5%	
5018	Staff Incentives					
5019	Staff Incentives					
5020	WOMEN'S COMP	7.65%		16,916.41		16,916.41
5021	WOMEN'S COMP	0.8183%		1,294.11		1,294.11
5022	Retirement	6.57%		138.43		138.43
5023	Retirement	6.57%		1,099.57		1,099.57
<b>TOTAL Staff Incentives</b>				<b>19,448.51</b>		<b>19,448.51</b>

Position	Name	Rate	Months	Annual Salary	% Allocated to Budget	Total Salary Allocated to Budget
Program Supervisor	7.65%			19,900.25	100.0%	19,900.25
Program Supervisor	0.8183%			2,128.67	100.0%	2,128.67
Program Supervisor	6.5%			16,908.69	100.0%	16,908.69
Program Supervisor	1.2%			375.25	100.0%	375.25
Program Supervisor	6.57%			35,653.78	100.0%	35,653.78
Program Supervisor	6.57%			1,191.74	100.0%	1,191.74
<b>TOTAL Fringe Benefits</b>				<b>74,358.37</b>		<b>74,358.37</b>

Category	Amount	%	Total
Operating Expenses:			
Lease / Rent			
Maintenance			
Utilities			
Telephone/Cellular			
Supplies			
Office, computer and reproduction supplies, including personal protective items.			
Printing (Outsourced)			
Cleaning and disinfecting/Supplies			
Postage			
Equipment Regular			
Equipment Lease/Rent			
Equipment Maintenance			
Insurance			
General and Cyber Liability Insurance			
Travel			
Local Travel			

Category	Amount	%	Total
WIOA Pre-Apprenticeship	39,675.00		39,675.00
Tech-Hire Summer Internships (June 2021)	43,400.00		43,400.00
Tech-Hire Summer Internships	60,200.00		60,200.00
Tech-Hire Summer STIPENDS (TANF)	75,000.00		75,000.00
<b>TOTAL BUDGET</b>	<b>757,112.51</b>		<b>757,112.51</b>

Category	Amount	%	Total
Cont Reimbursement / WFOAS	542,352.48		542,352.48
% Holdback	39,885.03		39,885.03
74,358.37			74,358.37
1,046.04			1,046.04
1,800.00			1,800.00
5,000.00			5,000.00
900.00			900.00
180.00			180.00
2,311.44			2,311.44
3,593.80			3,593.80
1,936.20			1,936.20
80.32			80.32
1,332.18			1,332.18
1,212.50			1,212.50



**BUDGET: PROJECTED ADMINISTRATIVE COST--MODIFIED TOTAL DIRECT**

Agency Name: Youth Co Op, Inc  
 Project Name: Miami Dade In School Youth  
 Period: 7/1/20 - 6/30/21  
 Funding Source: Youth Co Op, Inc

	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount
Allocation Base (Modified Total Direct):		800,512.51		542,552.48		39,885.03		75,000.00		60,200.00		39,675.00
LESS (if applicable):												
Space Lease/Rent												
Equipment Lease/Rental		(2,341.44)		(2,341.44)								(2,341.44)
Capital Equipment		(4,500.00)		(4,500.00)		(4,500.00)						(4,500.00)
WFMS		(411,185.95)		(192,910.95)				(75,000.00)		(60,200.00)		(367,785.95)
<b>Modified Total Direct Cost:</b>		382,485.12		347,100.09		35,385.03		-		-		382,485.12
5780 Indirect Cost Rate:			10.12%	\$ 35,126.52		\$ 3,580.97		\$ -		\$ -		\$ 38,707.49
5991 Attrition for Budget Purposes (if required):												
<b>TOTAL ADMINISTRATIVE COST: (Cannot exceed 10% of contract award):</b>				35,126.52		3,580.97		-		-		38,707.49

**BUDGET NARRATIVE**

**Agency Name:**

*Youth Co-Op, Inc*

**Project Name:**

*Miami Dade In School Youth*

**Period:**

*7/1/20 - 6/30/21*

**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** **260,133.72**

**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.** **19,448.51**

**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)	-
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**Fringe Benefits:**

Fica/Mica	7.65%	of staff salaries		19,900.23
Workman's Comp rate 2019 0.8341% . May change 2020 average	0.82%	of staff salaries		2,128.67
Retirement	6.50%	of staff salaries		16,908.69
Unemployment: 1.33% of \$7,000 for 2019, 1.28% 2020	1.68%	first \$7000/ calendar year		575.25
Healthy/Dental - United Health Care & MetLife		per benefits table		33,653.78
Life/Disability Ins. - Mutual of Omaha & Principal Life		per benefits table		1,191.74

**Total Fringes** **\$ 74,358.37**

**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	\$ 30.38	x	12	20%	73.00
Internet Card for mobile connection		x	12	100%	-
Youth Counselor	\$ 50.63	x	12	100%	608.00
Youth Counselor	\$ 30.38	x	12	100%	365.00
				100%	<b>\$ 1,046.00</b>

**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 \$ 300.00 12.00 3,600.00

**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 \$ 250.00 4.00 1,000.00

Janitorial supplies. Cleaning and disinfecting materials as needed due to pandemic. Personal protective items when applicable. Projected average per month.

monthly average \$ 150.00 12.00 1,800.00

**Postage**

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

quarterly average \$ 45.00 4.00 180.00

**Equipment**

Copiers Lease and or Maintenance Agreements, one for each location

100% \$ 195.12 x 12 2,341.44

**Insurance**

Liability - General, professional, umbrella, cyber

100,586.77 5.500% 5,532.00

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

119,834.67 - -

Auto- Premium is for YCOOP Youth Bus and auto 0

9,331.00 - -

229,752.44 - -

**Travel**

Mileage and tolls for local meetings, home visits and workshps

miles 2,500.00 unit cost 0.445 tolls/parking 100.00 1,212.50

Out of Town /Travel

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

**Professional Services (list each)**

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

Staff Development paid with earned performance TBD

Attrition - Can not be spent in current period

**Minor Equipment**

**Capital Equipment ( software and hardware)**

**Computers for program staff and classroom, to be procured**

**Non-Capital Equipment ( 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 \$48.25 each for level two background. or updates as required by law

Laptops for counselors prepared for remote services, complete with cameras speakers and headphones 6 x \$750					4,500.00
Software licenses such as Zoom, Microsoft Teams, or others as needed for virtual sessions if current restrictions continue, Estimated 200 x \$10					2,000.00
Background Checks For Staff	5230	\$ 95.00	x	2	190.00
Background checks for clients, Clearinghouse and/or Worknumber verifications of credentials and academic grades and follow ups.	5520	\$24.00	x	150	3,600.00
	5520	\$2.50	x	200	500.00
	5520	\$10.40	x	50	520.00
Training Materials and Supplies	5525	300	X	\$ 12.00	3,600.00

**Other : Participant Costs**

Program/Instructional Supplies

Activities:	Units	SNACKS	COST/ADMISSIONS	TRANSPORT	
Snacks provided to Youth participating in Work Orientation sessions (5) once emergency period is over - Pre summer work experience \$6. for	159.00	954.00			954.00
Participants Transportation (\$265. per bus)	4			1,060.00	1,060.00
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			1,750.00
Visits to EVERGLADES NATIONAL PARK or similar natural science venues - \$10 ADM + \$5 MEALS x units + \$300 PER BUS(2)					

**SAMS Allocations**

	weeks # of youth	per week rate	slots average hours	
Summer Wages	146	\$ 9.50	120.6200433	167,300.00
Summer Fringes		167,300.00	7.65%	12,798.45
WFMS-Career Pathways		youth at a cost of		-
WFMS-Tuition and Books/ ITA/ GED				
WFMS-Support Services	100	youth at a cost of	\$ 100.00	10,000.00
Tech Hire Pre-App	Pre- Apprenticeship Summer Internships/Fringes			39,675.00
Tech Hire Internships	Tech Hire Summer Internships and Fringes			103,600.00
Tech Hire Internships	Tech Hire Summer Internships			75,000.00
WFMS-Transportation	50	at a cost of	\$ 56.25	2,812.50
WFMS-Stipends	Tech Hire Summer Boot Camp Stipends C93-additional Participant Costs allocation for stipends for youth participating in the TechHire Summer Boot Camp Program			174,875.00
<b>TOTAL Participant Support</b>				<b>\$ 586,060.95</b>

<b>Total Expense</b>	<b>\$ 757,112.49</b>
<b>Less Leases and Capital Purchases</b>	<b>\$ (6,841.44)</b>
<b>WFMS Allocations</b>	<b>\$ (367,785.95)</b>
<b>Modified Total Direct Cost:</b>	<b>\$ 382,485.10</b>

**ADMINISTRATIVE COST**

Indirect Cost Rate:	10.12%	\$ 38,707.49
Attrition		-
<b>TOTAL ADMINISTRATIVE COST</b>		<b>\$ 38,707.49</b>

<b>TOTAL Contract Award</b>	<b>rounded \$ 795,820</b>
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## Aylen Hidalgo-Gato

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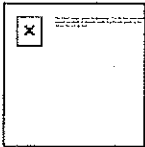
**From:** Fernando Odio  
**Sent:** Wednesday, July 21, 2021 2:22 PM  
**To:** Aylen Hidalgo-Gato  
**Cc:** Roxanne Soto; Renee Bennett  
**Subject:** Youth Co-Op PY'20 ISY Miami Dade Budget Mod 01  
**Attachments:** YCoOp (Techhire Internship) PY20.pdf; Youth CoOp PY20 ISY Miami Dade Budget Mod 01 Review Form.docx; 21 07 21 Youth CoOp PY20 ISY MD Budget Mod 01 TO FINANCE.xlsx

Hi Aylen, attached for review is the Youth Co-Op PY'20 ISY Miami Dade Budget Mod 01. This modification adds \$43,400 for the TechHire Internship Summer Program (see attached award letter and related budget and budget review sheet).

Thanks.

**Fernando Odio**  
**Contracts Officer**

CareerSource South Florida  
7300 Corporate Center Drive, Suite 500  
Miami, FL 33126  
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