



CareerSource  
SOUTH FLORIDA

careersourcesfl.com

June 26, 2023

Ms. Concepcion Perez-Borroto  
President  
Youth Co-Op, Inc.  
5040 NW 7<sup>th</sup> Street, Suite 300  
Miami, FL 33126

**SUBJECT: Letter of Intent**

Dear Ms. Perez-Borroto:

This Letter of Intent is to notify you that the South Florida Workforce Investment Board (SFWIB) approved Workforce Services Contractors. Your agency was awarded total funding up to \$2,012,229.00 to provide workforce services in the Perrine career center as set forth below. The effective period for the funding allocation is from July 1, 2023 to June 30, 2024 pursuant to the terms contained herein.

(Perrine)	WIOA.AD	WIOA.DW	WIOA. RR	TANF	FSET /SNAP	REA	Total
<b>Total Allocation</b>	\$424,197	\$307,684	\$80,853	\$1,081,265	\$99,885	\$18,345	<b>\$2,012,229</b>

The Contractor agrees to render services in a manner deemed satisfactory to the SFWIB, in its sole discretion, and in accordance with the **Modified Statement of Work and Modified Program Design and Service Delivery**, attached hereto and incorporated herein, respectively, as **Exhibit A-1 and Exhibit AA-1**.

Modifications to **Exhibit A-1, Statement of Work, or Exhibit AA-1, Program Design and Service Delivery**, shall not be effective until approved, in writing, by the SFWIB.

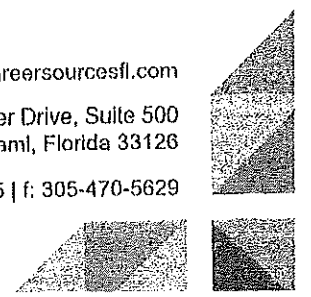
The Contractor agrees to accept the funding identified herein, pursuant to the terms and conditions included in **Modified Exhibit A-1, Statement of Work and Exhibit AA-1, Program Design and Service Delivery**.

The Contractor and the SFWIB agree this Letter of Intent will be replaced by a duly executed contract within 90 days from the date of transmittal.

Info@careersourcesfl.com

7300 Corporate Center Drive, Suite 500  
Miami, Florida 33126

p: 305-594-7615 | f: 305-470-5629



Ms. Concepcion Perez-Borroto  
Youth Co-Op, Inc.  
June 26, 2023  
Page 2 of 3

The Contractor and the SFWIB agree this Letter of Intent will be replaced by a duly executed contract within 90 calendar days from the date of transmittal. Failure to submit documents identified below within the specified timeframe may result in a disallowance of the expenditure made and/or cost incurred by the Contractor, which shall be determined by the SFWIB in its sole discretion.

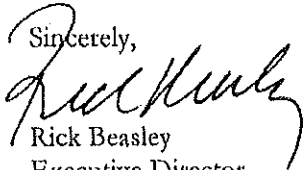
- Signed contract, within 90 calendar days.

Please submit the following to Fernando Odio, Contracts Officer, within ten (10) business days from the date of transmittal:

- E-mail budget for the amount awarded (In no event shall the budget(s) for administrative costs exceed **ten percent (10%)** or the Indirect Cost Rate, whichever is less).
- Indirect cost rate proposal
- Annual Certification
- Organizational Responsibilities

The **Contract modification** for the **Perrine Career Center** is forthcoming for your signature. Once executed, we will return one (1) scanned original to you. Should you have any questions or concerns, please contact the SFWIB Contracts Officer identified above.

Congratulations, on your selection to receive the funding award and we look forward to working with you to accomplish the important mission of CareerSource South Florida. Please acknowledge your acceptance of this award by signing below and returning a copy of this letter, with your signature to the Executive Office c/o Rick Beasley, Executive Director, 7300 Corporate Center Drive, Suite 500, Miami, FL 33126.

Sincerely,  
  
Rick Beasley  
Executive Director  
South Florida Workforce Investment Board  
d/b/a CareerSource South Florida

**CONTRACTOR'S REPRESENTATIVE**

Signature:  \_\_\_\_\_

PRINTED NAME: **Concepcion Perez-Borroto**

TITLE: **President**

DATE: 6/28/23

**WORKFORCE SERVICES SERVICE PROVIDER  
 MODIFICATION TO SUBRECIPIENT 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

PASS THROUGH:	
DEPARTMENT OF ECONOMIC OPPORTUNITY	
CFDA	FAIN
WIOA AD: 17.258	AA347622055A12
WIOA DW: 17.278	AA347622055A12
WIOA RR: 17.278	AA347622055A12
TANF: 93.558	G-2001FLTANF
SNAP: 10.561	215FL412Q7503
UI: 17.225	U1344902060A12

AWARDING OFFICIAL CONTACT INFORMATION  
 Name: Rick Beasley  
 Title: Executive Director  
 Telephone Number: (305) 929-1500  
 Date of Notice: December 8, 2021  
 R&D: No

CONTRACTOR  
**Youth Co-Op, Inc.**  
 5040 NW 7<sup>th</sup> Street, Suite 300  
 Miami, Florida 33126  
 UNIQUE ENTITY IDENTIFIER # H4LGF2UGKJN5

TITLE OF CONTRACTOR'S PROGRAM  
 "CareerSource center: Perrine"

**TERM: July 1, 2022 through June 30, 2025**

---

<b><u>PY'23-24</u></b>			
<b><u>CONTRACT AMOUNT</u></b>	<b><u>CONTRACT NUMBER</u></b>	<b><u>INDEX CODE</u></b>	<b><u>CONTRACT PERIOD</u></b>
\$2,012,229.00	WS-CCSP-PY'23-09-02	12309	July 1, 2023 – June 30, 2024

PY'22-23:

<b><u>CONTRACT AMOUNT:</u></b>	<b><u>CONTRACT NUMBER:</u></b>	<b><u>INDEX CODE:</u></b>	<b><u>CONTRACT PERIOD:</u></b>
\$1,211,186.00	WS-CCSP-PY'22-09-01	12209	July 1, 2022 – June 30, 2023

---

THIS AMENDMENT, 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, 2022 and expiring June 30, 2025.

**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** Contract for PY'23-24 shall not exceed **\$2,012,229.00** as set forth in the table. If the SFWIB's available funding is reduced, for any reason, the amount payable under this Contract may be reduced.

at the option and sole discretion of the SFWIB

Perrine	WIOA Adult	WIOA Dislocated Worker	WIOA Rapid Response	TANF	SNAP	REA	Total
<b>Total Allocation</b>	\$ 424,197	\$ 307,684	\$ 80,853	\$ 1,081,265	\$ 99,885	\$ 18,345	\$ 2,012,229

**Article I, Section E. STATEMENT OF WORK/PROGRAM DESIGN AND SERVICE DELIVERY:** is repealed and replaced with the following:

The Contractor agrees to render services in accordance with **Exhibit A-1, Modified Statement of Work and Exhibit AA, Program Design and Service Delivery**, attached hereto and incorporated herein.

The Contractor shall implement the **Modified Statement of Work** set forth in **Exhibit A-1**, 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.

**Attachment 3, Exhibit A is repealed and replaced with Attachment 3-A, Exhibit A-1**

**Article III, Section A. PERFORMANCE:** is repealed and replaced with the following:

Performance shall be defined as the Contractor having attained the goals and objectives set forth in this Contract, in accordance with **Exhibit A-1, Modified Statement of Work, Exhibit AA, Program Design and Service Delivery** 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.

**Article IV, Section O. FINANCIAL CLOSEOUT:** is repealed and replaced with the following:

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 end of each fiscal year and a final year 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.

**Article IV, Section 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, effective January 2023, the Executive Level II salary is \$212,100.00, which can be found at the link below:

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2023/executive-senior-level>

The Salary Table is updated annually by the Office of Personnel Management, the Contractor shall comply with the respective fiscal year rate during the contract term.

The Contractor shall complete and submit on or before **March 1<sup>st</sup> of each program year during the contract term, 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.

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: "CareerSource center: Perrine"  
CONTRACT NUMBER: WS-CCSP-PY'23-09-02  
CFDA NUMBERS: WIOA AD: 17.258; WIOA DW: 17.278; WIOA RR: 17.278;  
TANF: 93.558; SNAP: 10.561; UI: 17.225.

(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. [Signature] 1b. \_\_\_\_\_  
Signature of President or Vice-President  
Date 6/29/23 Date \_\_\_\_\_

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

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

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

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

[Signature] Date 10/4/23  
Rick Beasley  
Executive Director, SFWIB

**STATEMENT OF WORK  
YOUTH CO-OP, INC. PERRINE  
WORKFORCE SERVICES  
JULY 1, 2023 – JUNE 30, 2025**

**I. Contractor Responsibilities:**

- A. The Contractor is the entity that coordinates the delivery of required one-stop partners, and the management of the SFWIB CareerSource center(s). At a minimum, the Contractor shall:
  - 1. Assist the SFWIB in developing and executing Memoranda of Understanding (MOU's) between required and other community based partners.
  - 2. Develop and execute an outreach plan in conjunction with the SFWIB to inform jobseekers, adult/dislocated workers, and businesses about workforce services.
  - 3. Coordinate staff and partner training on the SFWIB operational and programmatic policies and procedures.
  - 4. Provide policy recommendations to the SFWIB for review.
  - 5. Coordinate job fairs/specialized recruitments, obtain feedback and provide workshops participant and businesses.
  - 6. Maintain data integrity, confidentiality and compliance.
  - 7. Manage fiscal requirements and prepare monthly reports.
  - 8. Track and report operational and programmatic performance.
  - 9. Maintain compliance with the Americans with Disabilities Act and Equal Employment Opportunity guidelines.
- B. The Contractor is the entity that coordinates and delivers a fully integrated menu of workforce development services to employers and a host of potential job seekers to include, but not be limited to, the universal job seeker, Wagner-Peyser (WP), Temporary Assistance to Needy Families (TANF) eligible individuals/Career Advancement Program (CAP) participants, Supplemental Nutrition Assistance Program Employment and Training participants, Workforce Innovation and Opportunity Act (WIOA) Adults and Dislocated Workers, Re-employment Assistance formerly Unemployment Compensation, Reemployment Services and Eligibility Assessment Program, Trade Adjustment Assistance, Unemployment Compensation claimants, Veterans, Young Adults transitioning from foster care, individuals seeking specialized services such as professionals.
- C. The Contractor shall oversee the activities of approved partners in the CareerSource center and coordinate all specialized programs designed to deliver services in the most efficient and cost effective manner. This shall include coordination with the region's Access Points to provide workforce services.
- D. The Contractor is solely responsible for determining eligibility for services under this Contract as set forth in **Exhibit AA, Program Design and Service Delivery**, applicable federal and state laws, and the South Florida Workforce Investment Board's (SFWIB) Policies and Procedures. Services rendered to ineligible individuals are subject to disallowance as set forth in **Article IV, Section D-Return of Funds** of this Contract.

**II. Staffing Requirements:**

**A. Contractor Staff:**

1. In order for centers to deliver maximum value to workforce services participants, the revised Workforce Services Staffing Procedure Transmittal shall be adhered to as it ensures the hiring of qualified staff, the Transmittal may be accessed at:

<http://sharepoint.careersourcesfl.com/sites/web/Shared%20Documents/Transmittals%20and%20Directives/Workforce%20Services%20Personnel%20Standards%20Procedure%20Transmittal%20PY%2011-12%20approved%205-4-12v2.pdf> (<http://www.careersourcesfl.com/resources/>).

2. In an effort to deliver maximum value to workforce services participants, the SFWIB may deem it necessary to provide participants with access to Workforce Services in facilities outside of the center. The Contractor shall be responsible for the management of all staff assigned to facilities where Workforce Services are provided.

**B. SFWIB Assigned Staff:**

1. The Contractor shall be responsible for the management of Florida Department of Economic Opportunity (DEO) staff and expressly agrees that DEO staff shall provide WP employment services. Failure to comply with this provision may result in the removal/reduction of DEO staff from the Contractor's center.
2. The SFWIB may deem the assignment of supplementary personnel as operationally necessary to support the employment and training services of the Contractor. The SFWIB shall be responsible for recruiting, screening, selecting, and hiring supplemental staff, which includes, but is not limited to: TANF/RET and DEO staff. The SFWIB shall pay the employee placed in service for straight-time wages or salaries (no overtime), as applicable for up to and including forty (40) hours per week, per employee. The SFWIB shall determine the employee hourly rate of pay and work location.
3. Straight-time wages are payments for straight-time work hours. Straight-time work hours are defined herein as regularly scheduled work hours that are not subject to overtime or bonus pay. The SFWIB shall not pay for hours worked in excess of forty (40) hours per employee, per week. Any payment for hours worked in excess of the forty (40) hours per employee, per week shall be the sole responsibility of the service provider.
4. The SFWIB shall not reimburse or pay the Contractor for any DEO employee benefits, overtime or bonus pay.
5. The SFWIB shall enter into a memorandum of understanding with DEO for the delivery of employment services authorized by the federal Wagner-Peyser Act. This memorandum of understanding must be performance based.
6. Unless otherwise required by federal law, at least ninety percent (90%) of the WP funding must go into direct customer service costs.
7. Employment services must be provided through the one-stop delivery system, under the guidance of one-stop delivery system operators. One-stop delivery system operators shall have overall authority for directing DEO workforce. Personnel matters shall remain under the ultimate authority of DEO. However, the one-stop delivery system operator shall submit to DEO information concerning the job performance of employees of the department who deliver employment services. The department shall consider any such information submitted by the one-stop delivery system operator in conducting performance appraisals of the employees.
8. The SFWIB shall retain fiscal responsibility and accountability for the administration of funds allocated to the state under the Wagner-Peyser Act. An employee of the department who is providing services authorized under the Wagner-Peyser Act shall be paid using Wagner-Peyser Act funds.



9. DEO serve as the first point of contact with the public seeking access to employment services who are knowledgeable about each program located in each one-stop delivery system center as well as related services. An initial determination of the programs for which a customer is likely to be eligible and any referral for a more thorough eligibility determination must be made at this first point of contact.
10. DEO staff will be used to establish an automated, integrated intake screening and eligibility process where customers will provide information through a self-service intake process that may be accessed by staff from any participating program.

**C. Training of Staff:**

The Contractor shall ensure that center staff is trained on:

- All operational reports, implementation strategies that maximize performance outcome potentials to be cost-efficient, and utilizing coenrollment or other strategies for optimal service delivery;
- Required participant file contents;
- Required training in serving Limited English Proficiency customers;
- Required credentialing and skills standards; and
- Tier 1 certification.

The Contractor shall:

1. Ensure that new staff is trained and that program specific trainings (i.e. WIOA, CAP, WP, etc.); other required trainings (i.e. Tier 1, Security Awareness, hurricane preparedness, etc.) – set forth in **Article III, Section O-Training of Staff** of this Contract and in the SFWIB Credentialing and Skills Standards Policy—are conducted in a timely manner;
2. Ensure that all WIOA funded staff are Tier 1 certified within ten (10) business days of hire date. Attainment of the Tier I certificate requires completion of individual course work, as well as taking and passing each module test as required by DEO;
3. Coordinate all CareerSource center program trainings and the SFWIB’s required trainings with the SFWIB’s Training Coordinator;
4. Post all trainings on the SFWIB’s internal training calendar;
5. Submit the Monthly Training Report updated with all programs and required trainings to the SFWIB’s Training Coordinator by the **10<sup>th</sup> day of every month** (See **Exhibit E, Reporting Requirements**); and
6. Follow the SFWIB’s training priorities as identified by the SFWIB’s Training Coordinator.

**III. Program Service Locations:**

The Contractor shall operate and manage the SFWIB CareerSource center(s). The location of the aforesaid CareerSource center(s) shall be subject to change by the SFWIB at any time for any reason, at the sole discretion of the SFWIB. If the location of the CareerSource center changes, the Contractor shall operate and manage that CareerSource center from the new location identified by the SFWIB. The SFWIB will be responsible for all relocation cost.

The Contractor shall operate the following CareerSource center location(s):

- **Perrine CareerSource center: 18901 SW 106<sup>th</sup> Ave, Suite 218, Miami, FL 33157.**

**INTENTIONALLY LEFT BLANK**

**BUDGET REVIEW**

CONTRACTOR: YOUTH CO-OP, INC. INDEX: 12309  
 TITLE: CareerSource Center (Perrine) (07/01/23 to 06/30/24)

**CONTRACTS UNIT REVIEW**

Contracts Manager Assigned: Fernando Odio Date Submitted: 10/4/23  
**PY'23-24 NEW Budget**

Perrine	WIOA DW: AD:	WIOA RR:	WIOA TANF:	SNAP	REA:	Total
	17,258	17,278	93,558		17,225	
Total Allocation	\$424,197	\$307,684	\$80,853	\$1,081,265	\$99,885	\$18,345
						\$2,012,229

Comment(s): See Letter of Intent dated 06/26/23.

This Budget was reviewed for reasonable projection of expenditures by:  
 Contracts Manager's/Administrator's Signature: Fernando Odio Date Signed: 10/04/23

- 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:
- Reviewed and Posted to Books by Accountant: [Signature] 10/5/23  
NO WFWMS Adjustments
  - Reviewed for Support Services: [Signature] 10/5/23 10/5/2023  
NO WFWMS Adjustments
  - Reviewed by Assistant Controller: [Signature] 10/5/23
  - Indirect Cost Rate/Cost Allocation Plan Budgeted costs verified by: [Signature]
- Approved by Finance  
 Assistant Director's Signature: [Signature] Date Signed: 10/10/23
- 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: CareerSource Center (Perrine) INDEX: 12309  
(07/01/23 to 06/30/24)

CONTRACTS UNIT REVIEW

Contracts Manager Assigned: Fernando Odio Date Submitted: 09/13/23  
**PY'23-24 NEW Budget**

Perrine	WTOA AD:	WTOA RR:	WTOA RR:	TANF:	SNAP	REA:	Total
	17,258	17,278	17,278	93,558		17,225	
Total Allocation	\$424,197	\$307,684	\$80,853	\$1,061,265	\$99,885	\$18,345	\$2,012,229

Comment(s): See Letter of Intent dated 06/26/23.

This Budget was reviewed for reasonable projection of expenditures by:

Contracts Manager's/Administrator's Signature: Fernando Odio Date Signed: 09/22/23

- Initial Budget/Contract
- Budget Modification/Contract Modification
- Quarterly Budget Modification (no Contract Modification)
- 5% Variances Approval Letter Required

FINANCE UNIT REVIEW AND APPROVAL

Please route in order to the following:

1. Reviewed and Posted to Books by Accountant: [Signature] 9/25/23  
NO VARIANCES ADJUSTMENTS
2. Reviewed for Support Services: [Signature] 9/25/23  
NO COLLECTIBLES
3. Reviewed by Assistant Controller: [Signature] 9/25/23
4. Indirect Cost Rate/Cost Allocation Plan Budgeted costs verified by: [Signature]

Approved by Finance  
Assistant Director's Signature: [Signature] Date Signed: 9/05/23

Routing after Final Assistant Director's approval: to account clerk to scan and original to Contracts.

Comment(s): \_\_\_\_\_ Revised 06/11/20

Agency Name: Youth Co-Op, Inc  
 Project Name: Center Center - Puerto  
 Period: 07/01/2022 to 06/30/2024

CL # % NAME OF FUNDING SOURCE:

FTE	Position	Name	Rate of Pay for hourly or salaried staff	Hours of Paid Timeoff	Mths. (Den.)	% Alloc. to Budget	Total Salary Allocation to Budget	FUNDING SOURCE:				RETA		TOTAL							
								WIOA Adult	WIOA DW	WIOA RR	TANF	FSET / SNAP	%		Amount						
							\$	%	Amount	%	Amount	%	Amount	%	Amount						
1	Program Supervisor	ANDRANO, SERGE	2,080.00	24	12	100%	\$ 54,280.00	21.00%	11,442.91	15.29%	8,299.92	4.02%	2,181.05	53.73%	79,167.62	4.96%	2,694.44	0.91%	494.86	100%	\$ 54,280.00
1	Program Specialist	ARCIA, LIDIA	1,700.00	2,080	12	100%	\$ 35,360.00	21.00%	7,454.22	15.29%	5,456.79	4.02%	1,420.79	53.73%	19,080.59	4.96%	1,755.23	0.91%	322.37	100%	\$ 35,360.00
1	Center Manager	CAMBRONNI, ROBERT	3,740.00	24	12	100%	\$ 89,964.00	21.00%	18,955.27	15.29%	13,756.13	4.02%	3,614.83	53.73%	48,341.88	4.96%	4,465.72	0.91%	820.18	100%	\$ 89,964.00
1	Program Supervisor	COLLADO, MARIA	2,506.14	24	12	100%	\$ 55,347.26	21.00%	11,667.73	15.29%	8,462.99	4.02%	2,223.90	53.73%	29,740.66	4.96%	2,747.38	0.91%	504.93	100%	\$ 55,347.26
1	Career Advisor	CRUZ, GLADYS	1,662.50	24	12	100%	\$ 39,900.00	21.00%	8,411.30	15.29%	6,100.99	4.02%	1,603.21	53.73%	21,440.14	4.96%	1,900.60	0.91%	363.76	100%	\$ 39,900.00
1	Workshop Facilitator	DE LA GUARDIA, VANESA	18.00	2,080	12	100%	\$ 37,440.00	21.00%	7,892.71	15.29%	5,724.84	4.02%	1,594.37	53.73%	20,118.27	4.96%	1,858.48	0.91%	341.33	100%	\$ 37,440.00
1	Case Management Supervisor	FERRANDEZ, SANTIAGO	2,604.16	24	12	100%	\$ 62,499.84	21.00%	13,176.56	15.29%	9,556.47	4.02%	2,511.20	53.73%	33,584.00	4.96%	1,858.48	0.91%	341.33	100%	\$ 62,499.84
1	Program Specialist	FIGUEROA, EVELYN	1,080.00	2,080	12	100%	\$ 22,440.00	21.00%	4,792.71	15.29%	3,474.84	4.02%	954.37	53.73%	12,118.27	4.96%	1,102.43	0.91%	209.80	100%	\$ 22,440.00
1	Quality Assurance	FLEURBAE, ELOU	3,613.03	24	12	100%	\$ 86,901.34	21.00%	18,492.48	15.29%	13,419.22	4.02%	3,614.28	53.73%	47,530.05	4.96%	4,434.63	0.91%	843.49	100%	\$ 86,901.34
1	Program Specialist	GOMEZ, GLENN	1,681.00	2,080	12	100%	\$ 34,924.80	21.00%	7,447.88	15.29%	5,392.46	4.02%	1,422.07	53.73%	19,023.59	4.96%	1,742.12	0.91%	326.69	100%	\$ 34,924.80
1	Career Advisor	GOMEZ, DIANA	1,662.50	24	12	100%	\$ 39,899.92	21.00%	8,411.38	15.29%	6,100.98	4.02%	1,603.21	53.73%	21,440.16	4.96%	1,900.59	0.91%	363.76	100%	\$ 39,899.92
1	Program Specialist	GUTIERREZ, EMILY	1,800.00	2,080	12	100%	\$ 37,440.00	21.00%	7,892.71	15.29%	5,724.84	4.02%	1,594.37	53.73%	20,118.27	4.96%	1,858.48	0.91%	341.33	100%	\$ 37,440.00
1	Career Advisor	HURTADO YANEZ, DAYLEN	1,662.50	24	12	100%	\$ 39,900.00	21.00%	8,411.30	15.29%	6,100.99	4.02%	1,603.21	53.73%	21,440.14	4.96%	1,900.60	0.91%	363.76	100%	\$ 39,900.00
1	Program Specialist	MARRERA, LISA	1,600.00	2,080	12	100%	\$ 33,280.00	21.00%	7,015.74	15.29%	5,088.75	4.02%	1,372.22	53.73%	17,882.99	4.96%	1,651.99	0.91%	301.41	100%	\$ 33,280.00
1	Placement Specialist	MEJERES, MARIA	1,662.50	24	12	100%	\$ 39,900.00	21.00%	8,411.30	15.29%	6,100.99	4.02%	1,603.21	53.73%	19,080.59	4.96%	1,755.23	0.91%	322.37	100%	\$ 39,900.00
1	Program Specialist	MURILLO, CECILIA	1,700.00	2,080	12	100%	\$ 35,360.00	21.00%	7,454.22	15.29%	5,456.79	4.02%	1,420.79	53.73%	19,080.59	4.96%	1,755.23	0.91%	322.37	100%	\$ 35,360.00
1	Employer Specialist	ORTIZGARAY, MANUEL	1,900.00	2,080	12	100%	\$ 39,520.00	21.00%	8,331.19	15.29%	6,042.89	4.02%	1,597.95	53.73%	21,235.95	4.96%	1,951.73	0.91%	369.29	100%	\$ 39,520.00
1	Career Advisor	POITE, ROBERT	1,968.75	24	12	100%	\$ 47,250.00	21.00%	9,960.75	15.29%	7,224.86	4.02%	1,988.64	53.73%	25,389.64	4.96%	2,345.44	0.91%	438.72	100%	\$ 47,250.00
1	Lead Career Advisor	PORTUONDO, YANIRA	1,995.00	24	12	100%	\$ 47,880.00	21.00%	10,093.56	15.29%	7,321.19	4.02%	1,923.85	53.73%	25,728.17	4.96%	2,376.71	0.91%	436.51	100%	\$ 47,880.00
1	Program Specialist	REDRARIO, JULIANN	1,600.00	2,080	12	100%	\$ 33,280.00	21.00%	7,015.74	15.29%	5,088.75	4.02%	1,372.22	53.73%	17,882.99	4.96%	1,651.99	0.91%	301.41	100%	\$ 33,280.00
1	Career Advisor	SANCHEZ ORTEGA, YONARA	1,662.50	24	12	100%	\$ 39,900.00	21.00%	8,411.30	15.29%	6,100.99	4.02%	1,603.21	53.73%	21,440.14	4.96%	1,900.60	0.91%	363.76	100%	\$ 39,900.00
1	Program Specialist	SERRANO, KELLY	1,905.19	24	12	100%	\$ 45,724.64	21.00%	9,639.19	15.29%	6,991.62	4.02%	1,837.25	53.73%	24,570.00	4.96%	2,269.72	0.91%	416.86	100%	\$ 45,724.64
1	Program Specialist	SERRANO, KELLY	1,905.19	24	12	100%	\$ 45,724.64	21.00%	9,639.19	15.29%	6,991.62	4.02%	1,837.25	53.73%	24,570.00	4.96%	2,269.72	0.91%	416.86	100%	\$ 45,724.64
1	Program Specialist	SERRANO, KELLY	1,905.19	24	12	100%	\$ 45,724.64	21.00%	9,639.19	15.29%	6,991.62	4.02%	1,837.25	53.73%	24,570.00	4.96%	2,269.72	0.91%	416.86	100%	\$ 45,724.64
1	Program Specialist	TORRES LISSET	1,800.00	2,080	12	100%	\$ 37,440.00	21.00%	7,892.71	15.29%	5,724.84	4.02%	1,594.37	53.73%	20,118.27	4.96%	1,858.48	0.91%	341.33	100%	\$ 37,440.00
1	Program Supervisor	TORRES, OLGA	2,508.54	24	12	100%	\$ 60,205.07	21.00%	12,691.80	15.29%	9,205.78	4.02%	2,419.09	53.73%	32,351.01	4.96%	2,988.52	0.91%	548.87	100%	\$ 60,205.07
1	Placement Specialist	VALDES, TAYMI	1,662.50	2,080	12	100%	\$ 39,900.00	21.00%	8,411.30	15.29%	6,100.99	4.02%	1,603.21	53.73%	21,440.14	4.96%	1,900.60	0.91%	363.76	100%	\$ 39,900.00
1	Career Advisor	WILGUINSE, VICTOR	1,970.00	2,080	12	100%	\$ 49,976.00	21.00%	10,638.13	15.29%	7,865.52	4.02%	2,104.65	53.73%	29,018.33	4.96%	2,634.01	0.91%	471.57	100%	\$ 49,976.00
1	Placement Specialist	JOSEPH, JIMMY	1,970.00	2,080	12	100%	\$ 49,976.00	21.00%	10,638.13	15.29%	7,865.52	4.02%	2,104.65	53.73%	29,018.33	4.96%	2,634.01	0.91%	471.57	100%	\$ 49,976.00
1	Placement Specialist	CONRAN, HELENO	1,252.15	24	12	100%	\$ 31,271.68	21.00%	6,763.71	15.29%	5,036.60	4.02%	1,370.38	53.73%	17,338.42	4.96%	1,663.58	0.91%	319.00	100%	\$ 31,271.68
25.0	Performance Payment reserve - for staff who meet employment goals set by funding source monthly invoice						\$ 1,255,021.36	21.00%	-	15.29%	-	4.02%	-	53.73%	-	4.96%	-	0.91%	-	100%	\$ 1,255,021.36
5001	TOTAL FTE/Salaries		29.00				\$ 1,256,021.36	21.00%	\$ 264,781.24	15.29%	\$ 192,054.52	4.02%	\$ 50,467.96	53.73%	\$ 674,919.17	4.96%	\$ 62,347.62	0.91%	\$ 11,450.84		\$ 1,256,021.36
	Fringe Benefits:																				
	FICA	Rate: 7.65%					96,085.63	21.00%	\$ 20,255.76	15.29%	\$ 14,692.17	4.02%	\$ 3,860.80	53.73%	\$ 51,631.32	4.96%	\$ 4,769.59	0.91%	\$ 875.99	100%	\$ 96,085.63
	Workman's Comp	Rate: .811%					10,278.02	21.00%	\$ 2,166.70	15.29%	\$ 1,571.58	4.02%	\$ 412.98	53.73%	\$ 5,522.86	4.96%	\$ 510.19	0.91%	\$ 95.70	100%	\$ 10,278.02
	Unemployment	1.45 % 2022					2,155.33	21.00%	\$ 456.47	15.29%	\$ 331.69	4.02%	\$ 87.00	53.73%	\$ 1,163.53	4.96%	\$ 107.48	0.91%	\$ 19.74	100%	\$ 2,155.33
	Health/Dental Ins.	Average Monthly Cost					261,455.85	21.00%	\$ 55,112.28	15.29%	\$ 39,978.44	4.02%	\$ 10,565.51	53.73%	\$ 140,492.49	4.96%	\$ 12,878.40	0.91%	\$ 2,383.63	100%	\$ 261,455.85
	Life / Disability Ins.	Average Monthly Cost					11,036.75	21.00%	\$ 2,322.29	15.29%	\$ 1,688.66	4.02%	\$ 443.90	53.73%	\$ 5,932.28	4.96%	\$ 548.60	0.91%	\$ 100.65	100%	\$ 11,036.75
	Retirement	Rate: 5.50%					81,511.39	21.00%	\$ 17,210.78	15.29%	\$ 12,483.54	4.02%	\$ 3,280.42	53.73%	\$ 43,869.75	4.96%	\$ 4,052.60	0.91%	\$ 744.30	100%	\$ 81,511.39
	Other	Specify & provide rationale & calculations																			
5054	TOTAL Fringe Benefits	30.81%					\$ 462,666.02		\$ 97,524.39		\$ 70,744.90		\$ 18,500.30		\$ 248,612.15		\$ 22,966.27		\$ 4,218.01		\$ 462,666.02
	Operation Expenses:																				
	Supplies																				
5221	Office & computer supplies Cost of pens, markers, highlighters, paper clips, folders	per month	1,750	12			\$ 21,000.00	21.00%	\$ 4,427.60	15.29%	\$ 3,211.65	4.02%	\$ 843.80	53.73%	\$ 11,284.28	4.96%	\$ 1,042.42	0.91%	\$ 191.45	100%	\$ 21,000.00
5222	Classroom supplies Keyboard wires, paper towels, trash liners, desk wipes, kitchen t	per month	150	12			\$ 1,800.00	21.00%	\$ 379.46	15.29%	\$ 275.23	4.02%	\$ 72.33	53.73%	\$ 967.22	4.96%	\$ 89.35	0.91%	\$ 16.41	100%	\$ 1,800.00
5219	Printing (color)	per month	100	12			\$ 1,200.00	21.00%	\$ 252.97	15.29%	\$ 183.49	4.02%	\$ 48.22	53.73%	\$ 644.82	4.96%	\$ 59.57	0.91%	\$ 10.94	100%	\$ 1,200.00
5223	Result Postage to mail program information to clients, general mail services and i	per month	100	12			\$ 1,200.00	21.00%	\$ 252.97	15.29%	\$ 183.49	4.02%	\$ 48.22	53.73%	\$ 644.82	4.96%	\$ 59.57	0.91%	\$ 10.94	100%	\$ 1,200.00

5219



**BUDGET: PROJECTED ADMINISTRATIVE COST**

Agency Name: Youth Co-Op, Inc.  
 Project Name: Career Center - Perrine  
 Period: 07/01/2023 to 06/30/2024 months

Funding Source	WIOA Adult	WIOA DW	WIOA RR	TANF	FSET / SNAP	REA		
<b>Indirect Cost Rate Calculation</b>								
Allocation Base (Modified Total Direct Cost)								
Total Direct Costs	\$ 1,852,369.51	390,497.10	283,240.36	74,429.72	995,365.00	91,949.74	16,887.60	1,852,369.51
Less: Lease/Rent								-
Less: Capital Items/ Equipment								-
Less: Participant Cost (WIFMS CHARGES)								-
Modified Total Direct Costs	\$ 1,852,369.51	390,497.10	283,240.36	74,429.72	995,365.00	91,949.74	16,887.60	1,852,369.51
Indirect Cost Rate	√ 8.63%							-
5780 TOTAL Indirect Costs	\$ √ 159,859.49	\$ √ 33,699.90	\$ √ 24,443.64	\$ √ 6,423.28	\$ √ 85,900.00	\$ √ 7,935.26	\$ √ 1,457.40	\$ √ 159,859.49
<b>TOTAL PROJECTED ADMINISTRATIVE COS</b>	<b>159,859.49</b>	<b>33,699.90</b>	<b>24,443.64</b>	<b>6,423.28</b>	<b>85,900.00</b>	<b>7,935.26</b>	<b>1,457.40</b>	<b>159,859.49</b>

**Perinne Career Center  
PROGRAM BUDGET NARRATIVE**

Each staff position is listed in the attached line item budget, including the position title, FTE, and annual pay rate. For each position, we have indicated below the gross salary from all sources and the percentage of time to be charged to this program. Cost allocation is in accordance with the approved plan, and based on the number of participants to be served under each program.

Salaries	Position	FTE	% of salaries Charged to this Program	Average Rate of Pay	# of pay periods	Total Charged to this Program
	ANGRAND, SERGE	1	100%	2,261.70	24	\$ 54,300.80
	ARCA, LEDA	1	100%	17.00	2,080	\$ 35,160.00
	CAMBERNIE, ROBERT	1	100%	3,748.50	24	\$ 89,964.00
	COLLADO, MORIA	1	100%	2,306.14	24	\$ 55,347.36
	CRUZ, GLADYS	1	100%	1,662.50	24	\$ 39,900.00
	DE LA GUARDIA, VANESA	1	100%	18.00	2,080	\$ 37,440.00
	FERNANDEZ, SANTIAGO	1	100%	2,604.16	24	\$ 62,499.84
	FIGUEROA, FELYTH	1	100%	18.00	2,080	\$ 37,440.00
	FIGUEROA, ELIZ	1	35%	3,613.03	24	\$ 28,901.34
	GOMEZ, BLANCA	1	100%	18.81	2,080	\$ 39,124.80
	GOMEZ, BLANCA	1	100%	1,662.50	24	\$ 39,900.00
	GUTIERREZ, MARIELYS	1	100%	1,662.50	24	\$ 39,900.00
	HURTADO YANIZ, DAYLIN	1	100%	1,662.50	24	\$ 39,900.00
	MARIN, LISA	1	100%	17.50	2,080	\$ 35,840.00
	MENENDEZ, MARIA	1	100%	1,662.50	24	\$ 39,900.00
	MIRALLO, CECILIA	1	100%	1,662.50	24	\$ 39,900.00
	MONTA, ROBERT	1	100%	1,662.50	24	\$ 39,900.00
	ORTIGARAAY, MANUEL	1	100%	1,968.75	24	\$ 47,250.00
	PORTUONDO, YANIRA	1	100%	1,995.00	24	\$ 47,880.00
	ROSARIO, JULIEANN	1	100%	16.00	2,080	\$ 33,280.00
	SANCHEZ ORTEGA, YOANNA	1	100%	1,662.50	24	\$ 39,900.00
	SERRANO, KELLY	1	100%	1,905.19	24	\$ 45,724.44
	SERRA, VENICELLY	1	100%	17.00	2,080	\$ 35,360.00
	TORRES, JISSET	1	100%	18.00	2,080	\$ 37,440.00
	TORRES, OLGA	1	100%	2,508.34	24	\$ 60,200.17
	VALDES, TAYMI	1	100%	1,662.50	24	\$ 39,900.00
	VALDRES, TAYMI	1	100%	19.70	2,080	\$ 40,976.00
	WILGOUNSE, VICTOR	1	100%	19.70	2,080	\$ 40,976.00
	JOSEPH, JANAY	1	100%	1,732.15	24	\$ 41,571.68
	CONZALEZ, MILDRED	1	100%	1,732.15	24	\$ 41,571.68
	Performance Payment reserve - for staff who meet employment goals set by funding source monthly invoice		29.00			\$ -
	<b>Total Staff Remuneration and FTEs:</b>					<b>\$ 1,256,021.36</b>
	<b>Fringe Benefits</b>					
	Each fringe benefit cost is shown as a percentage of staff salaries or as a monthly cost per staff. For FICA/MICA		Set by the IRS at 7.65% of staff salaries			\$ 96,085.63
	Workers Comp		Based on staff salaries at the set rate of 0.8183%	1,256,021.36	0.8341%	\$ 10,278.02
	Unemployment		1.45% of the first \$7000 each staff earns during the calendar year.			\$ 2,165.33
	Health / Dental (staff only)		\$622.11 + \$2.85 monthly until december for each staff member, for single coverage per FTE for this program. May change in January at renewal.			\$ 261,455.85
	Life / Disability Ins.		919.98 average per month. Rates vary for each staff member, based on age and rate of pay.			\$ 11,039.79
	Retirement		6.5% of staff salaries per Board of Director's resolution per fund availability		times 6.5 %	\$ 81,641.39
						<b>\$ 462,666.02</b>



PROGRAM BUDGET NARRATIVE (CONTINUED)			
Supplies	Office & computer supplies Cost of pens, markers, highlighters, paper clips, folders, copy paper, files, note paper and pads, post it pads, computer supplies and any other necessary office supplies for program operations. projected at	\$ 1,750.00	\$ 21,000.00
	Cleaning supplies Keyboard wipes, paper towels, trash liners, desk wipes, kitchen sponges, dishwashing liquid, dust clothes, window and countertop spray and any other cleaning supplies that is needed to keep the office clean projected at:	\$ 150.00	\$ 1,800.00
	Printing (outside) of flyers, brochures, newsletters, business cards, and other program forms, estimated at:	per month	\$ 1,200.00
	Postage to mail program information to clients, general mail services and shipping parcel or documents:	per month	\$ 1,200.00
Insurance	General/Professional Liability/umbrella allocated per staff ratio	6.12% \$ 8,815.80	\$ 539.74
	and area occupied --2023-2024 premium	12.47% \$ 133,300.74	\$ 16,628.85
Travel Costs	Local Travel Costs: Mileage reimbursement for staff traveling on business, estimated at 150 miles per month at \$0.445 each business mile, plus parking and tolls	\$ 801.00	\$ 851.00
	Services for shredding of documents, 18 bins @ \$50	x 50,000.00	\$ 900.00
Special Service Expenses	Services from Equifax for client verifications. Average \$32.99 per transaction. Allocated to centers based on previous year usage (rounded)	360 x	\$ 11,876.40
Background Check - Staff	Cost of background checks as required, at \$90 per staff for an estimated 2 staff members	90	4.0 \$ 360.00
License and Permit	Certificates of Use or occupancy, fire permit, or others as needed for the center location		\$ 156.00
TOTAL Operating Expenses			\$ 56,511.99
Attrition			\$ 77,170.14
	<b>Total Direct Program costs</b>		<b>\$ 1,852,349.51</b>
<b>ADMINISTRATIVE BUDGET NARRATIVE</b>			
<b>ADMINISTRATIVE COST</b>			
Negotiated Indirect Cost Rate of 8.63% of total modified direct program costs, which are total program costs less the cost of space and equipment leases, less assistance to participants. Administrative costs include but are not limited to salaries and fringes of the following: human resources, accounting, IT, maintenance, clerical and administrative staff; support costs of the above positions such as space rental, office supplies, attorney fees, consulting fees, audit services, maintenance, staff development, insurance and other general & administrative costs.			
	Indirect Cost Rate:	8.63%	\$ 1,852,370
			\$ 159,859.49
	<b>TOTAL ADMINISTRATIVE COST</b>		<b>\$ 159,859.49</b>
	<b>TOTAL CONTRACT AMOUNT</b>		<b>\$ 2,012,229</b>



June 26, 2023

Ms. Concepcion Perez-Borroto  
President  
Youth Co-Op, Inc.  
5040 NW 7th Street, Suite 300  
Miami, FL 33126

SUBJECT: Letter of Intent

Dear Ms. Perez-Borroto:

This Letter of Intent is to notify you that the South Florida Workforce Investment Board (SFWIB) approved Workforce Services Contractors. Your agency was awarded total funding up to \$2,012,229.00 to provide workforce services in the Perrine career center as set forth below. The effective period for the funding allocation is from July 1, 2023 to June 30, 2024 pursuant to the terms contained herein.

(Perrine)	WIOA-AD	WIOA-DW	WIOA-RR	TANF	FSET /SNAP	REA	Total
Total Allocation	\$424,197	\$307,684	\$80,853	\$1,081,265	\$99,885	\$18,345	\$2,012,229

The Contractor agrees to render services in a manner deemed satisfactory to the SFWIB, in its sole discretion, and in accordance with the Modified Statement of Work and Modified Program Design and Service Delivery, attached hereto and incorporated herein, respectively, as Exhibit A-1 and Exhibit AA-1.

Modifications to Exhibit A-1, Statement of Work, or Exhibit AA-1, Program Design and Service Delivery, shall not be effective until approved, in writing, by the SFWIB.

The Contractor agrees to accept the funding identified herein, pursuant to the terms and conditions included in Modified Exhibit A-1, Statement of Work and Exhibit AA-1, Program Design and Service Delivery.

The Contractor and the SFWIB agree this Letter of Intent will be replaced by a duly executed contract within 90 days from the date of transmittal.

info@careersourcesfl.com  
7300 Corporate Center Drive, Suite 500  
Miami, Florida 33126  
p: 305-594-7615 | f: 305-470-5629



The Contractor and the SFWIB agree this Letter of Intent will be replaced by a duly executed contract within 90 calendar days from the date of transmittal. Failure to submit documents identified below within the specified timeframe may result in a disallowance of the expenditure made and/or cost incurred by the Contractor, which shall be determined by the SFWIB in its sole discretion.


- Signed contract, within 90 calendar days.

Please submit the following to Fernando Odio, Contracts Officer, within ten (10) business days from the date of transmittal:

- E-mail budget for the amount awarded (In no event shall the budget(s) for administrative costs exceed ten percent (10%) or the Indirect Cost Rate, whichever is less).
- Indirect cost rate proposal
- Annual Certification
- Organizational Responsibilities

The Contract modification for the **Perinne Career Center** is forthcoming for your signature. Once executed, we will return one (1) scanned original to you. Should you have any questions or concerns, please contact the SFWIB Contracts Officer identified above.

Congratulations, on your selection to receive the funding award and we look forward to working with you to accomplish the important mission of CareerSource South Florida. Please acknowledge your acceptance of this award by signing below and returning a copy of this letter, with your signature to the Executive Office c/o Rick Beasley, Executive Director, 7300 Corporate Center Drive, Suite 500, Miami, FL 33126.

Sincerely,  
  
Rick Beasley  
Executive Director  
South Florida Workforce Investment Board  
d/b/a CareerSource South Florida

**CONTRACTOR'S REPRESENTATIVE**

Signature: \_\_\_\_\_

PRINTED NAME: Concepcion Perez-Borroto

TITLE: President

DATE: 6/28/23

## Brandi Jenkins

**From:** Dania Roque  
**Sent:** Wednesday, October 4, 2023 4:25 PM  
**To:** Brandi Jenkins; Robert Smith; Fernando Odio  
**Cc:** Renee Bennett; Kimberly Lowery  
**Subject:** RE: Youth Co-Op PY23 West Dade and Perrine Budgets Adjusting Mileage Rate  
**Attachments:** Youth Coop PY23-24 PECC Budget 9.28.23.xlsx; Youth Co-Op Perrine PY23-24 LOI.PDF; Youth CoOp PY23 Perrine Budget Review Form Revised due to mileage and salary.docx

Hi Brandi;

Please see attached updated budget for Perrine with 100% salary for M. Collado, LOI signed (this is located in the Finance drive (Executed Contracts, Award letters)) and budget review form. Let me know if you need anything else.

Thank you,

### Dania Roque

#### Contracts Office

CareerSource South Florida  
7300 Corporate Center Drive, Suite 500  
Miami, FL, 33126  
P: 305-929-1626 | F: 305-470-5516  
[Dania.Roque@careersourcesfl.com](mailto:Dania.Roque@careersourcesfl.com)  
<http://www.careersourcesfl.com>



A proud partner of the  
**AmericanJobCenter**  
network

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.

**From:** Brandi Jenkins <[Brandi.Jenkins@careersourcesfl.com](mailto:Brandi.Jenkins@careersourcesfl.com)>

**Sent:** Wednesday, October 4, 2023 1:52 PM

**To:** Robert Smith <[Robert.Smith2@careersourcesfl.com](mailto:Robert.Smith2@careersourcesfl.com)>; Fernando Odio <[Fernando.Odio@careersourcesfl.com](mailto:Fernando.Odio@careersourcesfl.com)>

**Cc:** Renee Bennett <[Renee.Bennett@careersourcesfl.com](mailto:Renee.Bennett@careersourcesfl.com)>; Kimberly Lowery <[Kimberly.Lowery@careersourcesfl.com](mailto:Kimberly.Lowery@careersourcesfl.com)>; Dania Roque <[Dania.Roque@careersourcesfl.com](mailto:Dania.Roque@careersourcesfl.com)>

**Subject:** RE: Youth Co-Op PY23 West Dade and Perrine Budgets Adjusting Mileage Rate

Robert,

In addition to the budget, I need a copy of the signed letter of intent and the budget review form.

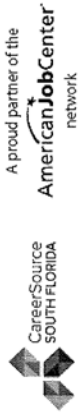
Thank you,

### Brandi Jenkins

#### Accountant II

CareerSource South Florida  
7300 Corporate Center Dr., Suite 500  
Miami, FL, 33126

P: 305-929-1570 | F: 305-470-5525  
Brandi.Jenkins@careersourcesfl.com  
http://www.careersourcesfl.com



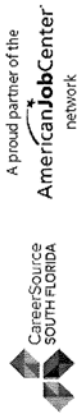
CareerSource South Florida is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

**From:** Robert Smith <[Robert.Smith2@careersourcesfl.com](mailto:Robert.Smith2@careersourcesfl.com)>  
**Sent:** Wednesday, October 4, 2023 11:49 AM  
**To:** Brandi Jenkins <[Brandi.Jenkins@careersourcesfl.com](mailto:Brandi.Jenkins@careersourcesfl.com)>; Fernando Odio <[Fernando.Odio@careersourcesfl.com](mailto:Fernando.Odio@careersourcesfl.com)>  
**Cc:** Renee Bennett <[Renee.Bennett@careersourcesfl.com](mailto:Renee.Bennett@careersourcesfl.com)>; Kimberly Lowery <[Kimberly.Lowery@careersourcesfl.com](mailto:Kimberly.Lowery@careersourcesfl.com)>;  
Dania Roque <[Dania.Roque@careersourcesfl.com](mailto:Dania.Roque@careersourcesfl.com)>  
**Subject:** RE: Youth Co-Op PY23 West Dade and Perrine Budgets Adjusting Mileage Rate

Brandi,

Fernando is currently out of the office. I will touch bases with Youth Co-Op to see if the change was intentional?

**Robert Smith**  
**Special Projects Administrator II**  
CareerSource South Florida  
7300 Corporate Center Drive Suite 500  
Miami, FL, 33128,  
P: 305-929-1540 | F: 305-470-5516  
[Robert.Smith2@careersourcesfl.com](mailto:Robert.Smith2@careersourcesfl.com)  
<http://www.careersourcesfl.com>



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.

**From:** Brandi Jenkins <[Brandi.Jenkins@careersourcesfl.com](mailto:Brandi.Jenkins@careersourcesfl.com)>  
**Sent:** Wednesday, October 4, 2023 11:38 AM  
**To:** Fernando Odio <[Fernando.Odio@careersourcesfl.com](mailto:Fernando.Odio@careersourcesfl.com)>  
**Cc:** Robert Smith <[Robert.Smith2@careersourcesfl.com](mailto:Robert.Smith2@careersourcesfl.com)>; Renee Bennett <[Renee.Bennett@careersourcesfl.com](mailto:Renee.Bennett@careersourcesfl.com)>;  
Kimberly Lowery <[Kimberly.Lowery@careersourcesfl.com](mailto:Kimberly.Lowery@careersourcesfl.com)>; Dania Roque <[Dania.Roque@careersourcesfl.com](mailto:Dania.Roque@careersourcesfl.com)>  
**Subject:** RE: Youth Co-Op PY23 West Dade and Perrine Budgets Adjusting Mileage Rate

Good morning Fernando,

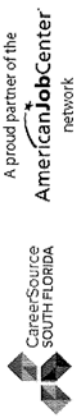
According to the attached email from Sabino sent on 9/27/23 , the salary for Maria Collado should be 100% not 73%.

I do not see the changes made here in the revision.  
Please advise.

Thank you,

**Brandi Jenkins  
Accountant II**

CareerSource South Florida  
7300 Corporate Center Dr, Suite 500  
Miami, FL, 33126,  
P: 305-929-1570 | F: 305-470-5525  
Brandi.Jenkins@careersourcesfl.com  
<http://www.careersourcesfl.com>



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.

**From:** Robert Smith <[Robert.Smith2@careersourcesfl.com](mailto:Robert.Smith2@careersourcesfl.com)>

**Sent:** Wednesday, October 4, 2023 11:21 AM

**To:** Brandi.Jenkins <[Brandi.Jenkins@careersourcesfl.com](mailto:Brandi.Jenkins@careersourcesfl.com)>; Mariangel Reyes <[Mariangel.Reyes@careersourcesfl.com](mailto:Mariangel.Reyes@careersourcesfl.com)>

**Subject:** FW: Youth Co-Op PY23 West Dade and Perrine Budgets Adjusting Mileage Rate

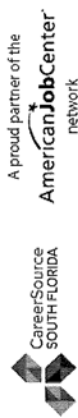
Good Morning Team,

Please see attached, the mileage has been corrected.

**Robert Smith**

**Special Projects Administrator II**

CareerSource South Florida  
7300 Corporate Center Drive Suite 500  
Miami, FL, 33126,  
P: 305-929-1540 | F: 305-470-5516  
[Robert.Smith2@careersourcesfl.com](mailto:Robert.Smith2@careersourcesfl.com)  
<http://www.careersourcesfl.com>



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.

**From:** Fernando Odio <[Fernando.Odio@careersourcesfl.com](mailto:Fernando.Odio@careersourcesfl.com)>

**Sent:** Wednesday, October 4, 2023 10:02 AM

**To:** Robert Smith <[Robert.Smith2@careersourcesfl.com](mailto:Robert.Smith2@careersourcesfl.com)>

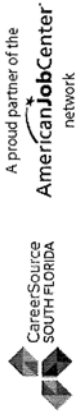
**Cc:** Dania Roque <[Dania.Roque@careersourcesfl.com](mailto:Dania.Roque@careersourcesfl.com)>; Kimberly Lowery <[Kimberly.Lowery@careersourcesfl.com](mailto:Kimberly.Lowery@careersourcesfl.com)>

**Subject:** Youth Co-Op PY23 West Dade and Perrine Budgets Adjusting Mileage Rate

Robert, attached for review are the Youth Co-Op center budgets that Finance approved but later returned to Contracts in order to correct the mileage rate (note my email below of 9/27 to Youth Co-Op).

Thanks.

**Fernando Odio**  
**Contracts Officer**  
CareerSource South Florida  
7300 Corporate Center Drive, Suite 500  
Miami, FL 33126  
P: 305-928-1578 | F: 305-470-5519  
Fernando.Odio@careersourcesfl.com  
http://www.careersourcesfl.com



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.

**From:** Sabino Iodice <Sabino.Iodice@ycooopmail.org>  
**Sent:** Thursday, September 28, 2023 12:26 PM  
**To:** Fernando Odio <Fernando.Odio@careersourcesfl.com>  
**Cc:** Robert Smith <Robert.Smith2@careersourcesfl.com>; Renee Bennett <Renee.Bennett@careersourcesfl.com>; Mariangel Reyes <Mariangel.Reyes@careersourcesfl.com>; Brandi Jenkins <Brandi.Jenkins@careersourcesfl.com>; Clyde Felix <Clyde.Felix@ycooopmail.org>; Kimberly Lowery <Kimberly.Lowery@careersourcesfl.com>; Dania Roque <Dania.Roque@careersourcesfl.com>  
**Subject:** Re: Local Travel Mileage

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Good afternoon Fernando,

Thank you for the heads up. Attached are the Perrine and West Dade budgets with the mileage reimbursement adjusted to 44.5 cents per mile. Please let me know if any other changes need to be made. Thank you.

Regards,  
Sabino Iodice  
Director of Finance  
Youth Co-op Inc.  
786-615-7042

---

**From:** Fernando Odio <Fernando.Odio@careersourcesfl.com>  
**Sent:** Wednesday, September 27, 2023 4:33 PM  
**To:** Sabino Iodice <Sabino.Iodice@ycooopmail.org>  
**Cc:** Robert Smith <Robert.Smith2@careersourcesfl.com>; Renee Bennett <Renee.Bennett@careersourcesfl.com>; Mariangel Reyes <Mariangel.Reyes@careersourcesfl.com>; Brandi Jenkins <Brandi.Jenkins@careersourcesfl.com>; Clyde Felix <Clyde.Felix@ycooopmail.org>; Kimberly Lowery <Kimberly.Lowery@careersourcesfl.com>; Dania Roque <Dania.Roque@careersourcesfl.com>  
**Subject:** Local Travel Mileage

Good afternoon Sabino, the PY23-24 Perrine and West Dade center budgets have been approved. However, please take note that the Local Travel line items incorrectly indicate that the mileage reimbursement is 62.5 cents per mile. The correct mileage reimbursement is 44.5 cents per mile. **Please make a correction to the Local Travel line items and budget the difference into the Attrition line item. Please do not make changes to any other line item because this is a correction, not a modification.**

Thanks.

**Fernando Odio**  
**Contracts Officer**

CareerSource South Florida  
7300 Corporate Center Drive, Suite 500  
Miami, FL, 33126  
P: 305-929-1578 | F: 305-470-5519  
[Fernando.Odio@careersourcesfl.com](mailto:Fernando.Odio@careersourcesfl.com)  
<http://www.careersourcesfl.com>



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.

- - -

Sabino Iodice - Director of Finance - Main Office - Sabino.Iodice@ycoopmail.org

This email contains information from Youth Co-op, Inc. that may be proprietary, confidential and/or otherwise restricted. It is intended only for the use of the individual(s) or entity named above. If you are not the named addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by replying to this message and then delete it. Unless it specifically states otherwise, this email does not form part of a contract. Youth Co-Op, Inc. is an equal opportunity employer/program Auxiliary aids and services are available upon request to individuals with disabilities.

<https://www.ycoop.org/en/>



Agency Name: Youth Co-Op, Inc.
Project Name: Career Center - Phase 2
Period: 02/01/2023 to 06/30/2024

Table with columns: CL #, % of FUNDING SOURCE, Position, Name, Rate of Pay, Hours or Bill Period, Hrs. to Budget, % Alloc. to Budget, Total Salary Amount to Budget, WIOA Adult, WIOA DW, FUNDING SOURCE (WIOA RR, TANF, FSET / SNAP, REA), and TOTAL Amount. Includes sub-sections for Salaries, Fringe Benefits, and Operating Expenses.

Other:		Specify & provide rationale & calculations																					
5211	Advertising and Outreach	Certificates of Use or occupancy, fire permit, or others as needed for the center location																					
		\$	156.00	21.00%	✓	32.89	15.79%	✓	23.85	4.01%	✓	6.27	53.77%	✓	83.83	4.90%	✓	7.74	0.91%	✓	1.42	100%	156.00
5232	License and Permit	\$	97,335.87	21.00%	✓	36,519.33	15.25%	✓	14,883.34	4.01%	✓	3,811.84	52.77%	✓	52,381.13	4.90%	✓	4,831.65	0.91%	✓	887.39	100%	97,335.87
<b>TOTAL Operating Expenses</b>		\$	153,796.86		✓	37,421.84		✓	23,516.62		✓	6,179.68		✓	82,642.27		✓	7,634.32		✓	1,402.13		153,796.86
<b>TOTAL PROJECTED PROGRAM COST</b>		\$	1,852,369.51		✓	360,497.10		✓	283,240.36		✓	74,420.72		✓	955,365.00		✓	91,949.74		✓	16,887.60		1,852,369.51
<b>TOTAL PROJECTED ADMIN COST</b>		\$	159,859.49		✓	33,699.99		✓	24,443.64		✓	6,423.28		✓	85,090.00		✓	7,935.26		✓	1,457.40		159,859.49
<b>TOTAL BUDGETED</b>		\$	2,012,229.00		✓	424,197.00		✓	307,684.00		✓	80,853.00		✓	1,081,265.00		✓	99,885.00		✓	18,345.00		2,012,229.00

**BUDGET: PROJECTED ADMINISTRATIVE COST**

Agency Name: Youth Co-Op, Inc.  
 Project Name: Career Center - Perrine  
 Period: 07/01/2023 to 06/30/2024 months

Funding Source	<u>WIOA Adult</u>	<u>WIOA DW</u>	<u>WIOA RR</u>	<u>TANF</u>	<u>FSET / SNAP</u>	<u>REA</u>		
<b>Indirect Cost Rate Calculation</b>								
<u>Allocation Base (Modified Total Direct Cost)</u>								
Total Direct Costs	\$ 1,852,369.51	390,497.10	283,240.36	74,429.72	995,365.00	91,949.74	16,887.60	1,852,369.51
Less: Lease/Rent								-
Less: Capital Items/ Equipment								-
Less: Participant Cost (WFMS CHARGES)								-
Modified Total Direct Costs	\$ 1,852,369.51	390,497.10	283,240.36	74,429.72	995,365.00	91,949.74	16,887.60	1,852,369.51
Indirect Cost Rate	8.63%							-
<b>5780 TOTAL Indirect Costs</b>	<b>\$ 159,859.49</b>	<b>\$ 33,699.90</b>	<b>\$ 24,443.64</b>	<b>\$ 6,423.28</b>	<b>\$ 85,900.00</b>	<b>\$ 7,935.26</b>	<b>\$ 1,457.40</b>	<b>\$ 159,859.49</b> ✓
<b>TOTAL PROJECTED ADMINISTRATIVE COS</b>	<b>159,859.49</b>	<b>\$ 33,699.90</b>	<b>\$ 24,443.64</b>	<b>\$ 6,423.28</b>	<b>\$ 85,900.00</b>	<b>\$ 7,935.26</b>	<b>\$ 1,457.40</b>	<b>\$ 159,859.49</b>



PROGRAM BUDGET NARRATIVE (CONTINUED)			
Supplies	Office & computer supplies: Cost of pens, markers, highlighters, paper clips, folders, copy paper, files, note paper and pads, post-it pads, computer supplies and any other necessary office supplies for program operations. projected at	\$ 1,750.00	\$ 21,000.00
	Cleaning supplies: Keyboard wipes, paper towels, trash liners, desk wipes, kitchen sponges, dishwashing liquid, dust clothes, window and countertop spray and any other cleaning supplies that is needed to keep the office clean. projected at	\$ 150.00	\$ 1,800.00
	Printing (outside) of flyers, brochures, newsletters, business cards, and other program forms, estimated at:	per month	\$ 1,200.00
	Postage to mail program information to clients, general mail services and shipping parcel or documents	per month	\$ 1,200.00
Insurance	General/Professional Liability/Limboella allocated per staff ratio	6.12% \$ 8,815.80	\$ 539.74
	and area occupied - 2023-2024 premium	12.47% \$ 133,300.74	\$ 16,628.85
Travel Costs	Local Travel Costs: Mileage reimbursement for staff traveling on business, estimated at 40 miles per month at \$0.625 each business mile, plus parking and tolls		\$ 750.00
	Services from shredding of documents, 18 bins @ \$50	x	\$ 900.00
Shredding	Services from Equifax for client verifications. Average \$32.99 per transaction. Allocated to centers based on previous year usage (rounded)	360	\$ 11,876.40
Special Service Expenses	Cost of background checks as required, at \$90 per staff for an estimated 2 staff members	90	\$ 360.00
Background Check - Staff	Certificates of Use or occupancy, fire permit, or others as needed for the center location		\$ 156.00
License and Permit			\$ 97,335.87
Attrition			\$ 153,796.86
TOTAL Operating Expenses			\$ 1,852,369.51
			\$ 1,852,369.51
ADMINISTRATIVE BUDGET NARRATIVE			
ADMINISTRATIVE COST	Negotiated Indirect Cost Rate of 8.63% of total modified direct program costs, which are total program costs less the cost of space and equipment leases, less assistance to participants. Administrative costs include but are not limited to salaries and fringes of the following: human resources, accounting, IT, maintenance, clerical and administrative staff; support costs of the above positions such as space rental, office supplies, attorney fees, consulting fees, audit services, maintenance, staff development, insurance and other general & administrative costs.		
	Indirect Cost Rate:	8.63%	\$ 1,852,370
			\$ 159,859.49
TOTAL ADMINISTRATIVE COST			\$ 159,859.49
TOTAL CONTRACT AMOUNT			\$ 2,012,229



careersourcesfl.com

June 26, 2023

Ms. Concepcion Perez-Borroto  
President  
Youth Co-Op, Inc.  
5040 NW 7th Street, Suite 300  
Miami, FL 33126

SUBJECT: Letter of Intent

Dear Ms. Perez-Borroto:

This Letter of Intent is to notify you that the South Florida Workforce Investment Board (SFWIB) approved Workforce Services Contractors. Your agency was awarded total funding up to \$2,012,229.00 to provide workforce services in the Perrine career center as set forth below. The effective period for the funding allocation is from July 1, 2023 to June 30, 2024 pursuant to the terms contained herein.

(Perrine)	WIOA-AD	WIOA-DW	WIOA-RR	TANF	FSET /SNAP	REA	Total
Total Allocation	\$424,197	\$307,684	\$80,853	\$1,081,265	\$99,885	\$18,345	\$2,012,229

The Contractor agrees to render services in a manner deemed satisfactory to the SFWIB, in its sole discretion, and in accordance with the Modified Statement of Work and Modified Program Design and Service Delivery, attached hereto and incorporated herein, respectively, as Exhibit A-1 and Exhibit AA-1.

Modifications to Exhibit A-1, Statement of Work, or Exhibit AA-1, Program Design and Service Delivery, shall not be effective until approved, in writing, by the SFWIB.

The Contractor agrees to accept the funding identified herein, pursuant to the terms and conditions included in Modified Exhibit A-1, Statement of Work and Exhibit AA-1, Program Design and Service Delivery.

The Contractor and the SFWIB agree this Letter of Intent will be replaced by a duly executed contract within 90 days from the date of transmittal.

info@careersourcesfl.com

7300 Corporate Center Drive, Suite 500  
Miami, Florida 33126

P: 305-594-7615 | F: 305-470-5829

The Contractor and the SFWIB agree this Letter of Intent will be replaced by a duly executed contract within 90 calendar days from the date of transmittal. Failure to submit documents identified below within the specified timeframe may result in a disallowance of the expenditure made and/or cost incurred by the Contractor, which shall be determined by the SFWIB in its sole discretion.

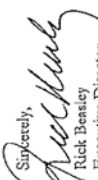
- Signed contract, within 90 calendar days.

Please submit the following to Fernando Odio, Contracts Officer, within ten (10) business days from the date of transmittal:

- E-mail budget for the amount awarded (in no event shall the budget(s) for administrative costs exceed ten percent (10%) of the Indirect Cost Rate, whichever is less).
- Indirect cost rate proposal
- Annual Certification
- Organizational Responsibilities

The Contract modification for the Pertine Career Center is forthcoming for your signature. Once executed, we will return one (1) scanned original to you. Should you have any questions or concerns, please contact the SFWIB Contracts Officer identified above.

Congratulations, on your selection to receive the funding award and we look forward to working with you to accomplish the important mission of CareerSource South Florida. Please acknowledge your acceptance of this award by signing below and returning a copy of this letter, with your signature to the Executive Office c/o Rick Besley, Executive Director, 7300 Corporate Center Drive, Suite 500, Miami, FL 33126.

Sincerely,  
  
Rick Besley  
Executive Director  
South Florida Workforce Investment Board  
c/o Rick Besley, Executive Director, 7300 Corporate Center Drive, Suite 500, Miami, FL 33126

CONTRACTOR'S REPRESENTATIVE

Signature: \_\_\_\_\_

PRINTED NAME: Concepcion Perez-Borrero

TITLE: President

DATE: 6/28/23

**Brandl Jenkins**

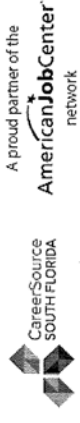
---

**From:** Fernando Odio  
**Sent:** Friday, September 22, 2023 4:19 PM  
**To:** Brandl Jenkins  
**Cc:** Renee Bennett; Dania Roque; Kimberly Lowery  
**Subject:** Youth Co-Op PY23 Perrine Budget  
**Attachments:** Youth CoOp PY23 Perrine LOI.pdf; Youth CoOp PY23 Perrine Budget Review Form.docx; 23 09 22 Youth CoOp PY23 Perrine Budget TO FINANCE.xlsx

Hi Brandl, attached for review is the Youth Co-Op PY23 Perrine Budget.

Thanks.

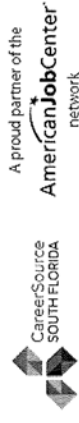
**Fernando Odio**  
**Contracts Officer**  
CareerSource South Florida  
7300 Corporate Center Drive, Suite 500  
Miami, FL, 33126,  
P: 305-929-1578 | F: 305-470-5519  
[Fernando.Odio@careersourcesfl.com](mailto:Fernando.Odio@careersourcesfl.com)  
<http://www.careersourcesfl.com>



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.

**From:** Dania Roque <[Dania.Roque@careersourcesfl.com](mailto:Dania.Roque@careersourcesfl.com)>  
**Sent:** Thursday, September 21, 2023 10:03 AM  
**To:** Fernando Odio <[Fernando.Odio@careersourcesfl.com](mailto:Fernando.Odio@careersourcesfl.com)>  
**Subject:** FW: Perrine FY24 budget

**Dania Roque**  
**Contracts Office**  
CareerSource South Florida  
7300 Corporate Center Drive, Suite 500  
Miami, FL, 33126,  
P: 305-929-1626 | F: 305-470-5516  
[Dania.Roque@careersourcesfl.com](mailto:Dania.Roque@careersourcesfl.com)  
<http://www.careersourcesfl.com>



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.



From: Sabino Iodice <[Sabino.Iodice@vcoopmail.org](mailto:Sabino.Iodice@vcoopmail.org)>  
Sent: Wednesday, September 13, 2023 1:37 PM  
To: Kimberly Lowery <[Kimberly.Lowery@careersourcesfi.com](mailto:Kimberly.Lowery@careersourcesfi.com)>  
Cc: Dania Roque <[Dania.Roque@careersourcesfi.com](mailto:Dania.Roque@careersourcesfi.com)>; Clyde Felix <[Clyde.Felix@vcoopmail.org](mailto:Clyde.Felix@vcoopmail.org)>  
Subject: Perrine FY24 budget

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Hi Kimberly and Dania,

Attached is the FY24 budget for the Perrine Career Center. Please review and let us know if revisions need to be made. Thank you.

Regards,  
Sabino Iodice  
Director of Finance  
Youth Co-op Inc.  
786-615-7042

...

Sabino Iodice - Director of Finance - Main Office - [Sabino.Iodice@vcoopmail.org](mailto:Sabino.Iodice@vcoopmail.org)

This email contains information from Youth Co-op, Inc. that may be proprietary, confidential and/or privileged. The information is intended only for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is unauthorized. If you have received this electronic transmission in error, please notify the sender immediately by reply email. If you are not the intended recipient, the sender specifically states otherwise, this email does not form part of a contract. Youth Co-Op, Inc. is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

<https://www.vcoop.org/en/>