

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 **\$1,930,298.00** to provide workforce services in the **West Dade** 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.**

(West Dade)	WIOA.AD	WIOA.DW	WIOA. RR	TANF	FSET /SNAP	REA	Total
<b>Total Allocation</b>	\$487,692	\$326,917	\$85,907	\$915,523	\$96,828	\$17,431	<b>\$1,930,298</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  
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**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 **West Dade 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

Ms. Concepcion Perez-Borroto  
Youth Co-Op, Inc.  
June 26, 2023  
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*Attachments*

Pc: Renee Bennett, Assistant Controller, SFWIB/CSSF  
Robert Smith, Special Projects Administrator II, SFWIB/CSSF  
Central File, SFWIB/CSSF

**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: West Dade”**

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

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<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>
<b>\$1,930,298.00</b>	<b>WS-CCSP-PY’23-10-02</b>	<b>12310</b>	<b>July 1, 2023 – June 30, 2024</b>

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>
<b>\$1,414,579.00</b>	<b>WS-CCSP-PY’22-10-01</b>	<b>12210</b>	<b>July 1, 2022 – June 30, 2023</b>

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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 **\$1,930,298.00** 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

West Dade	WIOA Adult	WIOA Dislocated Worker	WIOA Rapid Response	TANF	SNAP	REA	Total
<b>Total Allocation</b>	\$ 487,692	\$ 326,917	\$ 85,907	\$ 915,523	\$ 96,828	\$ 17,431	<b>\$ 1,930,298</b>

**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: West Dade"  
CONTRACT NUMBER: WS-CCSP-PY'23-10-02  
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] \_\_\_\_\_  
Rick/Beasley Date 9/25/23  
Executive Director, SFWIB











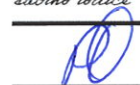


AGENCY: Youth Co-Op, Inc. DATE: \_\_\_\_\_

**ORGANIZATIONAL RESPONSIBILITIES**

Provide the names(s) and telephone number of the person(s) who has been designated the responsibility within the following areas:

POSITION	NAME	TELEPHONE NUMBER & E-MAIL
<u>Chairman of the Board</u>	<u>O. Frank Valladares</u>	<u>(305)643-6730 frank@valladareslaw.com</u>
<u>President &amp; CEO</u>		
<u>Chief Executive*</u>	<u>Concepcion Perez-Borroto</u>	<u>(305)643-6730 cpb@ycoopmail.org</u>
<u>Project Director</u>	<u>Alicia Sante</u>	<u>(305)643-6730 alicia.sante@ycoopmail.org</u>
<u>Affirmative Action Officer</u>	<u>Bojan.Bajic</u>	<u>(305)643-6730 bojan.bajic@ycoopmail.org</u>
<u>Personnel Officer</u>	<u>Bojan Bajic</u>	<u>(305)643-6730 bojan.bajic@ycoopmail.org</u>
<u>Fiscal Management Officer</u>	<u>Sabino Iodice</u>	<u>(305)643-6730 sabino.iodice@ycoopmail.org</u>

	Name	Signature
<ul style="list-style-type: none"> <li>Person Authorized to Sign Contract(s) according to Corporate/ Board Resolution</li> </ul>	<u>O. Frank Valladares</u>	 <small>Frank Valladares (Sep 12, 2023 16:06 PDT)</small>
	<u>Mario Hernandez-Fumero</u>	 <small>Mario Hernandez-Fumero (Sep 12, 2023 18:13 CDT)</small>
	<u>Ania R. Diaz</u>	 <small>Ania Diaz (Sep 12, 2023 18:42 EDT)</small>
	<u>Concepcion Perez-Borroto</u>	 <small>Concepcion Perez Borroto (Sep 18, 2023 08:54 EDT)</small>
<ul style="list-style-type: none"> <li>Persons Authorized to Sign Invoicing Packages and Procurement Requests (Finance Manager or above)</li> </ul>	<u>Concepcion Perez-Borroto</u>	 <small>Concepcion Perez Borroto (Sep 18, 2023 08:54 EDT)</small>
	<u>Ania R Diaz</u>	 <small>Ania Diaz (Sep 12, 2023 18:42 EDT)</small>
	<u>Alicia Sante</u>	 <small>Alicia Sante (Sep 14, 2023 12:37 EDT)</small>
	<u>Mario Hernandez-Fumero</u>	 <small>Mario Hernandez-Fumero (Sep 12, 2023 18:13 CDT)</small>
	<u>Sabino Iodice</u>	<i>sabino iodice</i>
<ul style="list-style-type: none"> <li>Persons Authorized to Pick Up Emergency Payments/Checks</li> </ul>	<u>Concepcion Perez-Borroto</u>	 <small>Concepcion Perez Borroto (Sep 18, 2023 08:54 EDT)</small>
	<u>Sabino Iodice</u>	<i>sabino iodice</i>
	<u>Pedro Hernandez</u>	
<ul style="list-style-type: none"> <li>Person(s) Authorized to Sign and/or Pick Up Other Relevant Documents</li> </ul>	<u>Sabino Iodice</u>	<i>sabino iodice</i>
	<u>Pedro Hernandez</u>	

\*Specify Title: President, CEO, Mayor, City Manager, Superintendent, etc. as applicable

• FASCIMILE SIGNATURES REQUIRED: **MUST BE BONDED**



**ANNUAL CERTIFICATION**

Concepcion Perez-Borrato, on behalf of Youth Co-op, Inc., certifies and assures that all certifications and assurances on file with the Agreement are current. This certification is incorporated and made a part of the Agreement **Index Code #** \_\_\_\_\_.

By: [Signature] 6/29/23  
Signature of Affiant Date

Concepcion Perez-Borrato, President + CEO  
Printed Name of Affiant and Title

Youth Co-Op, Inc.  
Printed Name of Firm

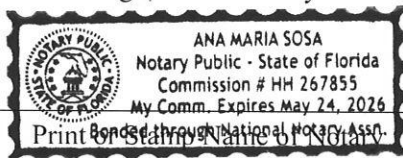
7875 NW 12 Street, Suite 200, Doral, FL 33126  
Address of Firm

**SUBSCRIBED AND SWORN TO** (or affirmed) before me this 29 day of June, 2023

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

[Signature]  
Signature of Notary

267855  
Serial Number



5/24/2026  
Expiration Date

Notary Public – State of Florida

**STATEMENT OF WORK  
YOUTH CO-OP, INC. WEST DADE  
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:

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

- **West Dade CareerSource center: 8485 Bird Road, 2<sup>nd</sup> Floor, Miami, FL 33155.**

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# CSSF Balanced Scorecard Performance Requirement

## Youth Co-Op Inc. West Dade

Performance		
	Process Quality Measures	Standard
1	Training Completion Rate	75%
2	Training Related Placements Rate	75%
3	Credential Attainment	75%
4	Measurable Skills Gain	75%
5	Training Enrollments Rate	12
6	CAP All Family Participation Rate	50%
7	Career Advancement Program (CAP) Entered Employment Rate (EER)	40%
8	Wagner Peyser (WP) Entered Employment Rate (EER)	65%
9	WIOA Adult & Dislocated Worker EER	98%
10	Short-Term Veterans EER	50%
11	Employers Served (Employer Penetration Rate)	263
12	Employer Serviced with Level 1 Services	171
13	Jobs Openings Filled Rate	65%
14	Referral Job Skills Match Average	80%
Outcome Measures		
15	Employment (Obtained Employment and Direct Job Placements)	186
16	Employed 1st Qtr After Exit	95%
17	Employed 2nd Quarter After Exit	95%
18	Employed 3rd Qtr After Exit	95%
19	Employed 4th Quarter After Exit	95%
20	Average Days to Employment	145
	20a DJP Average Days to Employment	60
	20b Obtained Average Days to Employment	167
21	Employment/Job Placement Average Wage	\$14.58
22	Cost Per Placement	\$2,727.74
23	Net Economic Benefit	\$27,598.66
24	Return on the Investment	\$10.12

QUALITY ASSURANCE	PROCESS KEY INDICATORS	Standard	WORKFORCE ENHANCEMENT REPORT/TOOL
1	Outreach to Jobseekers	80%	Incomplete Registration Report
2	Work Registration - Initial Assessment	80%	Incomplete Registration Report
3	Work Registration - EMD/EM Complete Registrations	80%	Incomplete Registration
4	Quality of Job Seeker Referrals to Jobs	35%	Referral to Placement Ratio
5	Follow-up with Jobseeker Referrals to Jobs	10% or less	Referral to Placement Ratio
6	Manage Exits/Follow-up	55%	Soft Exits Application/Report
7	Manage Job Orders/Follow-up with Employers	90%	Job Order Report
8	Average Duration of Jobseekers Unemployed	12 months	Incomplete Registration Report/UI Tool
9	Manager TANF/CAP Caseload	80%	CAP Review Tool
10	Outreach to Employers-Employer Penetration Report	50% Increase	Employer Penetration Report
11	SNAP Engagement	20%	OSST

## CSSF Indicators of Performance (Federal)

Measures	Performance Goals
<b>Adults:</b>	
Employed 2nd Qtr After Exit	<b>90%</b>
Median Wage 2nd Quarter After Exit	<b>\$5,034</b>
Employed 4th Qtr After Exit	<b>90%</b>
Credential Attainment Rate	<b>90%</b>
Measurable Skill Gains	<b>90%</b>
<b>Dislocated Workers:</b>	
Employed 2nd Qtr After Exit	<b>90%</b>
Median Wage 2nd Quarter After Exit	<b>\$8,160</b>
Employed 4th Qtr After Exit	<b>90%</b>
Credential Attainment Rate	<b>90%</b>
Measurable Skill Gains	<b>90%</b>
<b>Wagner Peyser:</b>	
Employed 2nd Qtr After Exit	<b>90%</b>
Median Wage 2nd Quarter After Exit	<b>\$5,173</b>
Employed 4th Qtr After Exit	<b>90%</b>





# EMPLOYMENT VERIFICATION

Date: 6/22/2023

Service Provider / Training Location	Address	City	FL State	Zip Code
Staff Name / Title	( )	Office Number	Ext	( ) Fax Number

Federal Law requires the collection of wage and employment data on workforce participants. The following information is needed:

Please complete each section:

## SECTION I – GENERAL INFORMATION

Name of Employee: \_\_\_\_\_ Social Security Number: XXX-XX-  
(Last 4 digits only)

Job Title: \_\_\_\_\_ No. Hours Worked Per Week: \_\_\_\_\_

Start Date: \_\_\_\_\_ Date of Hire (If Different Than Start Date): \_\_\_\_\_

How Often Is/Was the Employee Paid?  Daily  Weekly  Bi-Weekly  Semi-Monthly  Monthly

Rate of Pay: \$ \_\_\_\_\_ per \_\_\_\_\_ (Hourly/Daily/Weekly/etc.) Other: \_\_\_\_\_ (Explain)

Employment Type:  Temporary (Less than 150 days)  Seasonal (Less than 150 days)  Permanent (150 days or more)

Does / Did Employee Receive Tips?  Yes  No If Yes, What is the Average Weekly Amount? \$ \_\_\_\_\_

Is The Person Currently Employed?  Yes  No If No, Provide Employment End Date: \_\_\_\_\_

Is/Was Employment Seasonal?  Yes  No Is / Was the Employee Covered By Health Insurance / Fringe Benefits  Yes  No

## SECTION II – EMPLOYER INFORMATION

Company's Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Employer Telephone Number: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

By signing below I hereby affirm that the above information is correct; and that I am a duly authorized representative for this company.

Signature of Representative \_\_\_\_\_ Print Name of Representative \_\_\_\_\_

Title of Representative \_\_\_\_\_ Date Completed \_\_\_\_\_

## SECTION III – JOBSEEKER CONSENT \*\*SERVICE PROVIDER USE ONLY\*\*

Was the Jobseeker's Consent Obtained and Documented Prior to Referral?  Yes  No Date of Consent: \_\_\_\_\_ Referral Date: \_\_\_\_\_

## SECTION IV – WORK NUMBER (IF APPLICABLE) \*\*SERVICE PROVIDER USE ONLY\*\*

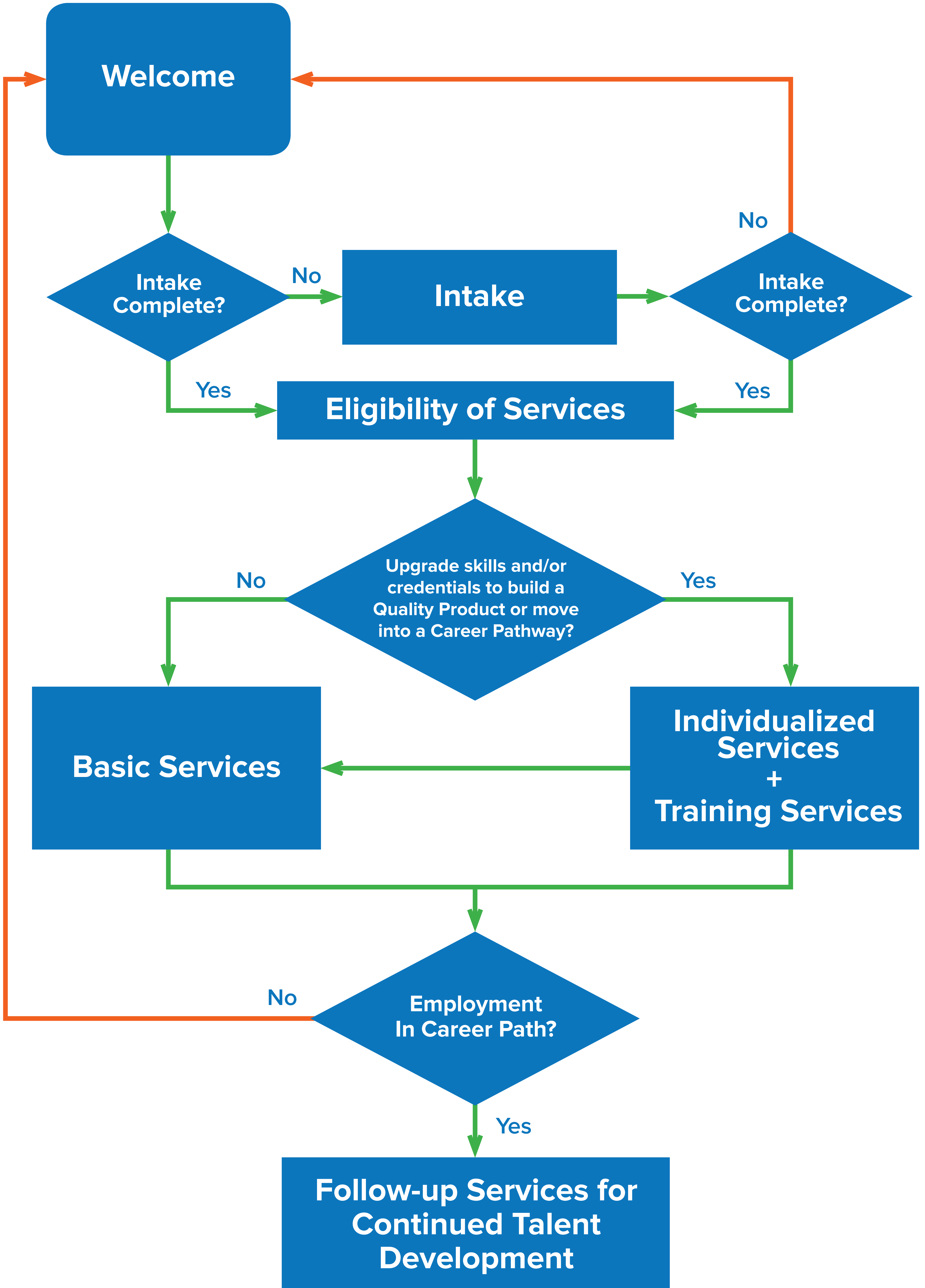
Reference Number: \_\_\_\_\_ Hire Date: \_\_\_\_\_ Verified By: \_\_\_\_\_

## SECTION V – VALIDATION OF EMPLOYMENT INFORMATION ABOVE \*\*SERVICE PROVIDER USE ONLY\*\* PROGRAM DESIGN & SERVICE DELIVERY; SECTION B; EMPLOYMENT/PLACEMENT VERIFICATION, 1-7

Validated By: \_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Agency/Service Site \_\_\_\_\_ Date \_\_\_\_\_

Verified With: \_\_\_\_\_ Name and Title of Employer Representative \_\_\_\_\_ Method of Verification:  Telephone  E-Mail

# TALENT DEVELOPMENT FLOW CHART





## CSSF Specifications for Workforce Services Balanced Scorecard Report

### I. PURPOSE

The purpose of the 2022-2023 South Florida Workforce Investment Board's (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 includes a comprehensive Job Placement performance measure that is also used as a payment structure to improve employment opportunities for all jobseekers and increase local businesses' competitive advantage in a global economy.

The SFWIB's performance structure is derived from 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's 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, along with the other operational reports, acts as a measurement system, strategic management system, and communication tool. It provides a compass for resource allocation to the SFWIB's 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' abilities 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: Job Placements, CSSF Balanced Scorecard Performance Requirement, and Quality Assurance (QA) Key Indicators based on the contract requirements.

### 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 One-Stop Service Tracking (OSST), Employ Miami-Dade (EMD)/Employ Monroe (EM) and Workforce Management System (WFMS) data warehouse and computed using the following listed methodologies.

Acronyms	Systems	Programs
OSST	One-Stop Service Tracking	Career Advancement Program and Supplemental Nutrition Assistance Program (SNAP)
EMD/EM	Employ Miami-Dade/Employ Monroe	WIOA Adult (WIOA AD), WIOA Dislocated Worker (WIOA DL), Reemployment and Eligibility Assessment (REA), and Wagner Peyser (WP) Programs
WFMS	Workforce Management System	All Programs

## A. JOB PLACEMENTS

### 1) *Wagner-Peyser (WP) Obtained Employment (OE)*

A Wagner-Peyser (WP) Obtained Employment (OE) refers to those fully (complete and accurate) registered individuals who secure employment within 180 calendar days of receiving one or more services which are wholly or partially funded by the state employment service agency, but the placement does not meet the federal definition for a "WP Placement." Credit for an OE may be claimed for any fully registered participant who has received any WP staff assisted reportable service(s) and has a job start date, where both service and start date fall within 180 days from the date the obtained employment is recorded. A participant must also have a full EMD/EM registration in the database before the start date of the obtained employment. A complete EMD/EM registration must include all of the following components: a complete and current general information section containing a verified residential and mailing address, a valid telephone number, and e-mail address. The jobseeker must also have been assigned an occupation title and occupation code (O\*NET code). Additionally, staff must complete the background wizard section including the education profile, the employment history with previous hourly wages, and O\*NET code. To complete the registration, the jobseeker must have an active/online résumé that is viewable to employers, with a valid telephone number and e-mail address. Staff must verify that the jobseeker has started working prior to taking credit for an OE. Notification of a hire date will not suffice for securing OE credit. All participants, as part of their initial EDM/EM registration, will be encouraged to create an email address for use in job placement. If a participant does not have an email address, instructions for creating an account will be provided at the designated CareerSource center resource room.

A job referral is the act of facilitating the match between qualified jobseekers and employers with job openings; and the recording of such referral in EMD or EM. Prior to referring a jobseeker to a job opening, staff must ensure the jobseeker's qualifications match the minimum requirements listed in the job order by ensuring that the general information section, background wizard section, and the résumé on their personal profile includes all the jobseeker's skills; abilities; prior work experience; education and training; and certifications and licensure. These items should be consistent with the requirements of the job order. Staff must ensure that job referrals are only

provided to jobseekers that have completed work registration and who meet the minimum requirements as stated in the job order. **At no time should a staff member alter the minimum requirements of a job order to increase a jobseekers skills match.** Additionally, staff must obtain the consent of the jobseeker prior to making any job referral. Staff must enter a case note in EMD/EM to document the consent of the jobseeker.

**Data Source:** The data will be obtained from EMD/EM. EMD/EM OE Service Codes: 880, 881, 882, and 883.

2) *Wagner-Peyser (WP) Universal Direct Job Placement (DJP)/ Direct Employment*

The SFWIB refers to a WP Placement as a Wagner-Peyser (WP) Direct Job Placement (DJP). A WP Placement as defined by 20 CFR 651.10 is the hiring by a public or private employer of a fully registered individual referred by the employment office for a job or an interview, provided that the same employment office completed all of the following steps in sequential order from i to vi:

- i. Prepared a job order form prior to referral, except in the case of a job development contact on behalf of a specific applicant;
- ii. Made prior arrangements with the employer for the referral of a fully registered individual or individual(s);
- iii. Obtained the fully registered individual or individual(s) consent to be referred to the job order;
- iv. Referred a fully registered individual in EMD/EM database who may or may not have been specifically designated by the employer, except for referrals on agricultural job orders for a specific crew leader or worker. The registration must be completed prior to the referral;
- v. Verified from an acceptable source (i.e. New Hire Report, Wage Credit, Work Number or Paystub), signed employment verification from the employer that the individual had entered on a job (for staffing agencies the jobseekers must have been assigned to a worksite and have earned wages); Staff must verify the jobseeker began working prior to recording the appropriate placement code. Verification information must be documented and must include a case note identifying:
  - The jobseeker's name;
  - The name of the employer;
  - The job title of the position and starting wage;
  - The source of verification; and
  - The date the customer started working at the designated jobsite.

(Notification of an upcoming start or hire date is not acceptable for recording a placement).

- vi. Appropriately recorded the placement and submitted a signed employment verification to SFWIB/CSSF at the time of invoicing; failure to submit employment verification at the time of

invoicing will result in an automatic disallowance of unverified placements. Submitting falsified verifications will be a disallowance and may lead to Contract termination;

- vii. For all placements with a staffing agency or other similar type of employer that provides contracted or temporary labor; staff must also obtain documentation (i.e. pay stub or payroll register) that authenticates the participant was assigned to a worksite and earned wages. The first pay stub after start date is preferred;
- viii. If a participant has been placed in employment by a refugee provider (Direct or Self Placement) in the same program year, that participant cannot be entered as a Direct Job Placement; and
- ix. Pursuant to 20 CFR 652.3, staff must ensure the O\*NET code used for a specific job opening matches the job description. If no match can be found, staff must use the title the employer or third party agency provided. Only one O\*NET code may be used per job order. Placement into job openings that do not match the description in the job order or O\*NET code is not permitted.

**The SFWIB requires that the above steps ii through ix be completed in sequential order and by the same center location. Failure to comply with this requirement will result in the placement being disallowed. If a placement is disallowed that placement will be removed from the CSSF Balance Scorecard Performance Requirement (Attachment 3 of Exhibit A, Statement of Work) and all other SFWIB Reports.**

A WP DJP includes a Wagner-Peyser (WP) Job Development Placement. Title 20 Part 651.10 of the Code of Federal Regulations provides that a job development means the process of securing a job interview with a public or private employer for a specific applicant for whom the local office has no suitable opening on file.

If there is no suitable opening on file in the job bank system, staff should make job development attempts (contacts) on behalf of the jobseeker. The job development attempt should be recorded on the jobseeker's activity service plan in EMD/EM. Job development attempts should be documented on the jobseeker's case notes screen by listing the employer's name.

If staff later learns that the jobseeker was hired on the job to which a job development attempt was made, then the staff person should write a job order and take credit for the placement. Once the job order is written to reflect the hire, it must be matched against the job development referral that was previously entered on the jobseeker's services screen.

**Data Source:** The data will be obtained from EMD/EM. EMD/EM Service Codes: 750, 752, 753, 754, 760, 762, 764, 766, 770, 772, 774, 776, 780, 850, 852, 854, 856, 860, 862, 864, 866, 870, 872, 874, and 879.

**Note:** A DJP for Payment is referred as a Direct Employment

**3) *Conditions of Job Placements (OE or DJP)***

Conditions of Job Placements (OE or DJP) are defined in the **Payment Provisions (Exhibit D)**.

4) *Types of DJP (Direct Job Placement)*

i. *Universal*

A Universal DJP refers to a WP jobseeker, fully registered in EMD/EM, that secures a job placement by meeting the federal definition for a "Direct Job Placement," it is not a WIOA enrolled participant and does not meet the criteria for any of the other seven types of DJP. The WP DJP must be recorded in EMD/EM during the reporting period. The WP referral create date must be on or prior to the employment start date.

Note: If the DJP is a WP Job Development, then the job development contact (activity code 123) must be on or prior to the hire date. A center may not exceed more than thirty-two percent (32%) of their monthly DJP number in this category. All placements entered in a given quarter that exceed the maximum number in one of the above mentioned categories will be counted for performance measures only and NOT for payment.

**Data Source:** The data will be obtained from EMD/EM WP.

ii. *WIOA Individualized Adult/Dislocated Worker (DW)*

A WIOA Individualized Adult or DW DJP refers to an eligible fully registered WIOA Adult or DW Participant in EMD/EM that secures a DJP with the WP referral creation date established after the WIOA eligibility/enrollment date. Additionally, the hire date and referral create date and/or the WIOA eligibility/enrollment dates do not occur on the same date. The WP DJP result date must be recorded in EMD/EM WIOA during the WIOA participation period before the program's exit. The referral and placement must be to a full-time job greater than 150 days in duration.

Note: If the DJP is a WP Job Development, then the WIOA eligibility/enrollment date must be prior to the job development contact (activity code 123).

**Data Source:** The data will be obtained from EMD/EM WP and WIOA.

iii. *WIOA Individualized Jobseekers with Disabilities*

A WIOA Individualized Jobseeker with a Disability refers to an eligible fully registered WIOA Adult or DW Participant that is identified in EMD/EM to have a disability and secures a DJP with the WP referral creation date established after the WIOA eligibility/enrollment date. Additionally, the hire date and referral create date and/or the WIOA eligibility/enrollment dates do not occur on the same date. The WP DJP result date must be recorded in EMD/EM WIOA during the WIOA participation period before the program's exit. The referral and placement must be to a full-time job greater than 150 days in duration.

Note: If the DJP is a WP Job Development, then the WIOA eligibility/enrollment date must be prior to the job development contact (activity code 123).



**Data Source:** The data will be obtained from EMD/EM WP and WIOA.

iv. ***WIOA Individualized Veterans or Ex-Offenders***

A WIOA Individualized Veteran or Ex-Offender refers to an eligible fully registered WIOA Adult or DW Participant that is identified in EMD/EM as a Veteran or an Ex-Offender and secures a DJP with the WP referral creation date established after the WIOA eligibility/enrollment date. Additionally, the hire date and referral create date and/or the WIOA eligibility/enrollment dates do not occur on the same date. The WP DJP result date must be recorded in EMD/EM WIOA during the WIOA participation period before the program's exit. The referral and placement must be to a full-time job greater than 150 days in duration.

Note: If the DJP is a WP Job Development, then the WIOA eligibility/enrollment date must be prior to the job development contact (activity code 123).

**Data Source:** The data will be obtained from EMD/EM WP and WIOA.

v. ***WIOA Individualized Reemployment Assistance (RA) Claimant or Homeless Person (HP)***

A WIOA Individualized Reemployment Assistance (RA) Claimant refers to an eligible fully registered WIOA Adult or DW Participant that is identified in EF or the State RA system as a recipient of Reemployment Assistance and secures a DJP with the WP referral creation date established after the WIOA eligibility/enrollment date. Additionally, the hire date and referral create date and/or the WIOA eligibility/enrollment dates do not occur on the same date. A Homeless Person refers to an eligible WIOA Adult that is identified in EMD/EM as meeting the United States Department of Housing and Urban Development's definition of a Chronically Homeless Person at the time of registration and secures a DJP with the WP referral creation date established after the WIOA eligibility/enrollment date. Additionally, the hire date and referral create date and/or the WIOA eligibility/enrollment dates do not occur on the same date. The WP DJP result date must be recorded in EMD/EM WIOA and occur within six (6) months of the WIOA application date. The referral and placement must be to a full-time job greater than 150 days in duration.

Note: If the DJP is a WP Job Development, then the WIOA eligibility/enrollment date must be prior to the job development contact (activity code 123).

**Data Source:** The data will be obtained from EMD/EM WP and WIOA.

vi. ***WIOA Individualized TANF/Career Advancement Program (CAP) or Supplemental Nutrition Assistance Program (SNAP)***

A WIOA Individualized TANF/Career Advancement Program (CAP) or Supplemental Nutrition Assistance Program (SNAP) DJP refers to an eligible fully registered WIOA Adult or DW Participant that is identified in OSST as a CAP or SNAP participant and secures a DJP with the WP referral creation date established after the WIOA eligibility/enrollment date.

Additionally, the hire date and referral create date and/or the WIOA eligibility/enrollment dates do not occur on the same date. The WP DJP result date must be recorded in EMD/EM WIOA during the WIOA participation period before the program's exit. The referral and placement must be to a full-time job greater than 150 days in duration.

Note: If the DJP is a WP Job Development, then the WIOA eligibility/enrollment date must be prior to the job development contact (activity code 123).

**Data Source:** The data will be obtained from EMD/EM WP, EMD/EM WIOA, OSST CAP, and OSST SNAP.

**Criteria for a WIOA Individualized TANF/CAP DJP:** Employment information shall also be recorded in OSST and the hire date must be after a full month of CAP mandatory participation period before the CAP program's closure and during the reporting period. If the placement occurs during the first month in CAP, at least one hour of participation must be recorded in OSST.

**Criteria for a WIOA Individualized SNAP DJP:** SNAP participants with an employment hire date on or after being actively engaged in a qualifying SNAP component with at least one JPR hour recorded in OSST during the reporting period. Employment information shall also be recorded in OSST.

vii. ***Training Related Milestones/Placements***

A Training Related Milestones/Placements is defined as the successful completion of an approved training program with a contracted training vendor. Milestones consist of a participant achieving any of the following:

- Program Completion
- Credential Attainment (earning one of the following):
  - Diploma
  - Post-Secondary Educational Certificate
  - College Degree
- Training Related Milestone/Placement payments will be paid as follows:
  - Program completion-Twenty percent (20%) of total placement category payment amount (cost per placement) at the time of completion.
  - Credential Attainment-Thirty percent (30%) of remaining balance of placement category.
  - Job Placement in a full-time job (a minimum of thirty (30) hours per week and greater than 150 days in length and related to the course of study as defined by O\*NET Code)
    - Remaining unpaid balance for placement category less than 90 days or greater than 90 days as applicable.
  - Job Placement in a full-time job (a minimum of thirty (30) hours per week and greater than 150 days in length and **NOT** related to the course of study) - The Universal Placement Rate after the first quarter.

B. CSSF BALANCED SCORECARD PERFORMANCE REQUIREMENT

1) *Training Completion Rate*

Training Completion Rate reflects the number of WIOA, Trade Adjustment Assistance (TAA), and CAP participants who completed training in WFMS divided by the number of participants who enrolled in training in WFMS and received a training voucher that was paid with a completion or any of the closure reasons.

A training account with a paid training voucher and one of the following completion reasons "Never Attended (NE), Training Program Transfer (TT), or Cancelled Enrollment (CE)" shall be in the denominator as follows:

- NE – If a training account ends with completion reason of NE and the participant received a training voucher that was paid for by the same training account, then the training account shall be calculated in the denominator.
- TT – If a training account ends with completion reason of TT and the participant is not enrolled in training on or after the actual end date of the transfer, then the training account shall be calculated in the denominator.
- CE – if a training account ends with completion reason of CE and the participant has any paid or outstanding training related voucher(s), then the training account shall be included in the denominator.

The total # of participants who completed training in WFMS with a paid training voucher.

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Divided by total # of participants who show a completion or any of the closure reasons with a paid training voucher.

**Data Source:** The data on the completion of the training is collected and analyzed using WFMS.

2) *Training Related Placements Rate*

Training Related Placement Rate reflects number of participants who completed training, obtained employment and have been placed in a training related occupation within 180 days of training completion divided by the number of participants who completed training and were placed within 180 days of training completion during the reported period.

The total # of participants who completed training, obtained employment and have been placed in training related occupation within 180 days of training completion during the reported period.

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Divided by the total # of participants who completed training and obtained employment within 180 days of training completion during the reported period.

**Data Source:** Training completion and training occupational codes are collected and analyzed using WFMS. The placement information and occupational codes (O\*Net) codes are obtained from EMD/EM and WFMS systems. The O\*Net codes are used to map the training occupations with the placement occupations.

3) *Credential Attainment*

The Credential Attainment reflects the percentage of participants enrolled in an education or training program (excluding those in OJT and customized training) who either: (1) is enrolled in training during the reporting period to obtain a recognized postsecondary credential during the program OR (2) is enrolled in a secondary education program to obtain a secondary school diploma or its recognized equivalent during the program or in an education or training program leading to a recognized postsecondary credential.

The total # of participants who are enrolled in training during the reporting period to obtain a recognized postsecondary credential.

---

Divided by the total # of participants who participated in postsecondary education.

**Data Source:** The data will be obtained from EMD/EM and WFMS.

4) *Measurable Skill Gains (MSG)*

The Measurable Skill Gains reflect a real-time, non-exit-based indicator designed to measure in progress skill gains made by participants enrolled in education and training programs. The MSG indicator is calculated by determining the percentage of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment during a program year.

The total # of participants who have a documented MSG outcome within the appropriate training service.

---

Divided by the total # of participants who, during any point in the program year, are enrolled in an education or training program that leads to a recognized postsecondary credential or employment are included in the denominator.

**Data Source:** The data will be obtained from EMD/EM.

5) *Training Enrollments Rate*

Training Enrollments Rate reflects the number of WIOA eligible participants enrolled and attended in qualified WIOA ITAs, On-the Job Training (OJT), and Paid Work Experience (PWE) in EMD/EM and WFMS for the reporting period.

**Data Source:** The data will be obtained from EMD/EM and WFMS.

6) *CAP All Family Participation Rate*

CAP All Family Participation Rate reflects the total number of families (mandatory participants) receiving TANF including a work eligible adult or minor head-of-household who is engaged in work activity for the month divided by the total number of mandatory participants receiving Temporary Cash Assistance (TCA).

The total # of CAP mandatory participants engaged in a Federal allowable countable activity.

---

Divided by the total # of CAP mandatory participants receiving TCA.

**Data Source:** The data shall be obtained from the OSST.

7) ***Career Advancement Program (CAP) Entered Employment Rate (EER)***

Career Advancement Program (CAP) Entered Employment Rate (EER) reflects the number of all CAP mandatory cases that close with employment divided by the total number of closures within the reporting period.

The total # of all mandatory cases that close with employment.

---

Divided by the total # of mandatory cases that close within the reporting period.

**Data Source:** The data shall be obtained from the OSST system.

8) ***Wagner Peyser (WP) Entered Employment Rate (EER)***

Wagner Peyser (WP) Entered Employment Rate (EER) reflects the number of all Wagner-Peyser participants unemployed at enrollment that were placed at exit divided by all the WP participants unemployed at enrollment that have exited. Exits are defined as participants who have not had a service within three (3) months from the last reportable service.

The total # of all WP participants placed at exit.

---

Divided by the total # of all WP participants who exit.

**Data Source:** The data shall be obtained from the EMD/EM WP.

9) ***WIOA Adult and Dislocated Worker Entered Employment Rate (EER)***

WIOA Adult and Dislocated Worker Entered Employment Rate (EER) reflects the percent of those WIOA Adult and Dislocated Worker participants unemployed at registration and placed at exit divided by all the Adult and Dislocated Worker participants unemployed at registration who exit.

The total # of all Adult participants placed at exit.

---

Divided by the total # of Adult and Dislocated Worker participants who exit.

**Data Source:** The data shall be obtained from the EMD/EM WIOA.

10) ***Short-term Veterans Entered Employment Rate (EER)***

Short-term Veterans Entered Employment Rate (EER) reflects the number of exiting Veterans who were placed in EMD/EM in the 90 days following their exit date divided by the number of Veteran participants who were unemployed at their date of participation and were exited after 90 days.

The total # of exiting Veterans who were placed within 90 days of the exit date.

---

Divided by the total # of Veteran participants who were unemployed at their date of participation and were exited after 90 days.

**Data Source:** The data shall be obtained from the EMD/EM.

11) *Employers Served (Employer Penetration Rate)*

Employers Served (Employer Penetration Rate) reflects the total number of new employers that have received (for the first time during the program year for the Region) at least one of the following levels of service and recorded in EMD/EM:

- Level 1 (Highest Service Level): Includes services such as pre-screening; job orders; veteran services; customized training; job referrals/placements, job fairs; on-site workshops for recruitment/retention.
- Level 2 (Mid-Level Services): Includes services such as referrals of qualified applicants; work readiness certifications; employer notifications of potential applicants.
- Level 3 (Lowest Level of Service): Includes services such as employer contacts; promotional calls; providing information packages; business incentive information.

**Data Source:** The data will be obtained from EMD/EM WP.

12) *Employers Served with Level I Services*

Employers Served with Level I Services reflects the total number of the new employers that have received a Level I Service that is recorded in EMD/EM for the first time during the Program Year (PY) for the Region.

**Data Source:** The data will be obtained from EMD/EM WP.

13) *Jobs Openings Filled Rate*

Jobs Openings Filled Rate reflects the number of (staff and employer initiated job openings filled) from the job orders in the Job Order Index measure divided by the total number of (staff and employer initiated job openings) in the job orders. The job orders to be excluded in the measure are those on hold or still open.

The total # of job openings filled in the job orders.

---

Divided by the total # of job openings in the job orders.

**Data Source:** The data will be obtained from the EMD/EM system.

14) *Referral Job Skills Match Average*

Referral Job Skills Match Average reflects the average number of the jobseekers' skills that match the skills requested in the job order. This applies to all staff issued referrals during the reporting period.

**Data Source:** The data will be obtained from the EMD/EM system.

15) *Employment (Obtained Employment and Direct Job Placements)*

Employment (Obtained Employment and Direct Job Placements) reflects the total number of Direct Job Placements (DJP) and Obtained Employment (OE) in EMD/EM during the reporting period.

**Data Source:** The data will be obtained from EMD/EM.

16) *Employed 1<sup>st</sup> Quarter After Exit*

Employed 1<sup>st</sup> Quarter After Exit reflects the number of WIOA participants who exit and are employed in the first quarter after exiting. It is divided by the number of WIOA participants who exit during the reported period.

The total number of WIOA participants who obtained employment at the 1<sup>st</sup> Quarter mark, post exit.

Divided by the total # of WIOA participants who exit during the reporting period.

**Data Source:** EMD/EM, Work Number, Wage Credit.

**17) *Employed 2<sup>nd</sup> Quarter After Exit***

Employed 2<sup>nd</sup> Quarter After Exit reflects the number of WIOA participants who exit and are employed in the second quarter after exiting. It is divided by the number of WIOA participants who exit during the reported period.

The total number of WIOA participants who obtained employment at the 2<sup>nd</sup> Quarter mark, post exit.

Divided by the total # of WIOA participants who exit during the reporting period.

**Data Source:** EMD/EM, Work Number, Wage Credit.

**18) *Employed 3<sup>rd</sup> Quarter After Exit***

Employed 3<sup>rd</sup> Quarter After Exit reflects the number of WIOA participants who exit and are employed in the third quarter after exiting. It is divided by the number of WIOA participants who exit during the reported period.

The total number of WIOA participants who obtained employment at the 3<sup>rd</sup> Quarter mark, post exit.

Divided by the total # of WIOA participants who exit during the reporting period.

**Data Source:** EMD/EM, Work Number, Wage Credit.

**19) *Employed 4<sup>th</sup> Quarter After Exit***

Employed 4<sup>th</sup> Quarter After Exit reflects the number of WIOA participants who exit and are employed in the fourth quarter after exiting. It is divided by the number of WIOA participants who exit during the reported period.

The total number of WIOA participants who obtained employment at the 4<sup>th</sup> Quarter mark, post exit.

Divided by the total # of WIOA participants who exit during the reporting period.

**Data Source:** EMD/EM, Work Number, Wage Credit.

**20) *Average Days to Employment***

Average Days to Employment is defined as the total number days it takes a jobseeker to attain employment after registering in EMD/EM. The measure will consider both Direct Job Placements and



Obtain Employment, after the WP EMD/EM registration/participation date. All hire dates shall be within the reporting period.

**Data Source:** The data shall be obtained from the EMD/EM systems.

**21) *Employment /Job Placement Average Wage***

Employment/Job Placement Average Wage reflects the sum of the hourly wages of all the WP Job Placements (DJP's only) divided by the number of WP Job Placements in EMD/EM during the reporting period.

The sum of the hourly wages (DJP's only).

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Divided by # of WP job placements.

**Data Source:** The data will be obtained from EMD/EM WP DJPs.

**22) *Cost Per Placement***

Cost Per Placement reflects the total contract award earned plus the WFMS allocations (obligated and paid) and share of facilities cost divided by the total number of Job Placements.

The total contract award earned plus the WFMS allocations (obligated and paid) and share of facilities cost.

---

Divided by the total # of Job Placements.

**Data Source:** The job placement information is obtained from EMD/EM.

**23) *Net Economic Benefit***

Net Economic Benefit reflects the Annual Placement Average Wage subtracted by the Cost per Placement.

(Placement Avg. Wage x 2080 hours) - (Cost per Placement) = (The Net Economic Benefit per Placement).

**Data Source:** The job placement information is obtained from EMD/EM.

**24) *Return on the Investment***

Return on the Investment reflects the Net Economic Benefit per Placement divided by the Cost per Placement.

The Net Economic Benefit per Placement.

---

Divided by the Cost per Placement.

**Data Source:** The placement information is obtained from EMD/EM.

**C. QUALITY ASSURANCE (QA) KEY INDICATORS**

**1) *Outreach to Jobseekers***

Outreach to Jobseekers reflects the number of jobseekers enrolled in EMD/EM with at least one (reportable) staff assisted service recorded in EMD/EM.

**Data Source:** The data will be obtained from the WP Incomplete Registration Report.

2) *Work Registration – Initial Assessment*

Work Registration-Initial Assessment reflects the number of jobseekers enrolled in EMD/EM with an Initial Assessment Application (IAA), and complete full registration divided by the number of jobseekers enrolled in EMD/EM with at least one staff assisted service recorded.

**Data Source:** The data will be obtained from the WP Incomplete Registration Report.

3) *Work Registration – EMD/EM Complete Registrations*

Work Registration-EMD/EM Complete Registrations reflects the number of fully registered jobseekers enrolled in EMD/EM with at least one recorded staff assisted service divided by the total number of jobseekers (full and partial registration) enrolled in EMD/EM with at least one staff assisted service recorded.

Note: A complete EMD/EM registration must include all of the following components; a complete and current General Information section containing a verified residential and mailing address, a valid telephone number, and e-mail address.

**Data Source:** The data will be obtained from the WP Incomplete Registration Report.

4) *Quality of Jobseeker Referrals to Jobs*

Quality of Jobseeker Referrals to Jobs reflects the number of jobseekers referred to job orders EMD/EM by staff divided by the number of staff referrals made to job orders in EMD/EM.

**Data Source:** The data will be obtained from the WP Referral to Placement Ratio Report.

5) *Follow-up with Jobseeker Referrals to Jobs*

Follow-up with Jobseeker Referrals to Jobs reflects the number of staff issued jobseeker referrals that are “not specified” or “outstanding” in EMD/EM WP job orders divided by the number of staff referrals that result in either (“hired” or “not hired”) in EMD/EM WP job orders.

**Data Source:** The data will be obtained from the WP Job Order Report.

6) *Manage Exits/Follow-up*

Manage Exits/Follow-up reflects the number of jobseekers exiting EMD/EM WP with employment divided by the number of jobseekers exiting EMD/EM WP.

**Data Source:** The data will be obtained from the WP Soft Exit Application/Report.

7) *Manage Job Orders/Follow-up with Employers*

Manage Job Orders/Follow-up with Employers reflects the number of EMD/EM WP job orders that are "Expired, Fully Referred, or on Hold" and the total number of EMD/EM WP job orders that are "Open".

**Data Source:** The data will be obtained from the WP Job Order Report.

**8) *Average Duration of Jobseekers Unemployed***

Average Duration of Jobseekers Unemployed reflects the average length of time all the WP Jobseekers were unemployed since the WP enrollment date with no job placement on its current EMD/EM Application ID history.

**Data Source:** The data will be obtained from the WP Incomplete Registration Report and Unemployment Tool.

**9) *Manager TANF/CAP Caseload***

Manager TANF/CAP Caseload reflects the number of items met on the CAP Review Tool divided by all the items on the CAP Review Tool.

**Data Source:** The data will be obtained from the CAP Review Tool.

**10) *Outreach to Employers Report – Employer Penetration Report***

Outreach to Employers Report-Employer Penetration Report reflects the percent increase of new employers served for the first time during the program year divided by last program year's total number of new employers served.

**Data Source:** The data will be obtained from the Employer Penetration Report.

**11) *Supplemental Nutrition Assistance Program (SNAP) Engagement***

Supplemental Nutrition Assistant Program (SNAP) Engagement reflects the number of SNAP participants referred by Department of Children and Families (DCF) that are assigned to countable activities and have a minimum of one JPR hour logged in OSST.

**Data Source:** The data will be obtained from OSST.

## 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	\$	-
<b>Total Expenditures</b>	\$	-

**CUMMULATIVE PAYMENTS**

Year to Date Cash Payments Received from the SFWIB for	\$	-
	\$	-
Purchases made by the SFWIB on behalf of the Contractor	\$	-
<b>Total Payments</b>	\$	-

<b>BALANCE DUE TO CONTRACTOR</b> (if not applicable enter zero)	\$	-
<b>or</b>		
<b>BALANCE DUE FROM CONTRACTOR</b> (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 CAREER CENTER PROVIDER**

	1	2	3	4	5	6	7
	Budget Original	Budget Adjustment	Budget Revised*	Actual Expenditures	Difference (3-4)	General Ledger	Difference (6-4)
<b>WIA</b>							
<b>Programmatic</b>							
Salary	\$ -	-	-	\$ -	-	\$ -	-
Fringe Benefits	\$ -	-	-	\$ -	-	\$ -	-
Participant Cost	\$ -	-	-	\$ -	-	\$ -	-
Other Specified Costs	\$ -	-	-	\$ -	-	\$ -	-
Indirect Cost	\$ -	-	-	\$ -	-	\$ -	-
Profit	\$ -	-	-	\$ -	-	\$ -	-
Total	\$ -	-	\$ -	\$ -	-	\$ -	-
<b>Administrative</b>							
Salary	\$ -	-	-	\$ -	-	\$ -	-
Fringe Benefits	\$ -	-	-	\$ -	-	\$ -	-
Participant Cost	\$ -	-	-	\$ -	-	\$ -	-
Other Specified Costs	\$ -	-	-	\$ -	-	\$ -	-
Indirect Cost	\$ -	-	-	\$ -	-	\$ -	-
Profit	\$ -	-	-	\$ -	-	\$ -	-
Total	\$ -	-	\$ -	\$ -	-	\$ -	-





WIDR

Programmatic

Salary	\$	-	\$	-	\$	-	\$	-
Fringe Benefits	\$	-	\$	-	\$	-	\$	-
Participant Cost	\$	-	\$	-	\$	-	\$	-
Other Specified Costs	\$	-	\$	-	\$	-	\$	-
Indirect Cost	\$	-	\$	-	\$	-	\$	-
Profit	\$	-	\$	-	\$	-	\$	-
Total	\$	-	\$	-	\$	-	\$	-

Administrative

Salary	\$	-	\$	-	\$	-	\$	-
Fringe Benefits	\$	-	\$	-	\$	-	\$	-
Participant Cost	\$	-	\$	-	\$	-	\$	-
Other Specified Costs	\$	-	\$	-	\$	-	\$	-
Indirect Cost	\$	-	\$	-	\$	-	\$	-
Profit	\$	-	\$	-	\$	-	\$	-
Total	\$	-	\$	-	\$	-	\$	-
<u>Grand Total</u>	\$	-	\$	-	\$	-	\$	-

WTS

Programmatic

Salary	\$	-	\$	-	\$	-	\$	-
Fringe Benefits	\$	-	\$	-	\$	-	\$	-
Participant Cost	\$	-	\$	-	\$	-	\$	-
Other Specified Costs	\$	-	\$	-	\$	-	\$	-
Indirect Cost	\$	-	\$	-	\$	-	\$	-
Profit	\$	-	\$	-	\$	-	\$	-
Total	\$	-	\$	-	\$	-	\$	-

Administrative

Salary	\$	-	\$	-	\$	-	\$	-
Fringe Benefits	\$	-	\$	-	\$	-	\$	-
Participant Cost	\$	-	\$	-	\$	-	\$	-
Other Specified Costs	\$	-	\$	-	\$	-	\$	-
Indirect Cost	\$	-	\$	-	\$	-	\$	-
Profit	\$	-	\$	-	\$	-	\$	-
Total	\$	-	\$	-	\$	-	\$	-
<u>Grand Total</u>	\$	-	\$	-	\$	-	\$	-



FSH (Oct to June)

Programmatic

Salary	\$	-	\$	-	\$	-	\$	-
Fringe Benefits	\$	-	\$	-	\$	-	\$	-
Participant Cost	\$	-	\$	-	\$	-	\$	-
Other Specified Costs	\$	-	\$	-	\$	-	\$	-
Indirect Cost	\$	-	\$	-	\$	-	\$	-
Profit	\$	-	\$	-	\$	-	\$	-
Total	\$	-	\$	-	\$	-	\$	-

Administrative

Salary	\$	-	\$	-	\$	-	\$	-
Fringe Benefits	\$	-	\$	-	\$	-	\$	-
Participant Cost	\$	-	\$	-	\$	-	\$	-
Other Specified Costs	\$	-	\$	-	\$	-	\$	-
Indirect Cost	\$	-	\$	-	\$	-	\$	-
Profit	\$	-	\$	-	\$	-	\$	-
Total	\$	-	\$	-	\$	-	\$	-
<u>Grand Total</u>	\$	-	\$	-	\$	-	\$	-

UCRE

Programmatic

Salary	\$	-	\$	-	\$	-	\$	-	\$	-
Fringe Benefits	\$	-	\$	-	\$	-	\$	-	\$	-
Participant Cost	\$	-	\$	-	\$	-	\$	-	\$	-
Other Specified Costs	\$	-	\$	-	\$	-	\$	-	\$	-
Indirect Cost	\$	-	\$	-	\$	-	\$	-	\$	-
Profit	\$	-	\$	-	\$	-	\$	-	\$	-
Total	\$	-	\$	-	\$	-	\$	-	\$	-

Administrative

Salary	\$	-	\$	-	\$	-	\$	-	\$	-
Fringe Benefits	\$	-	\$	-	\$	-	\$	-	\$	-
Participant Cost	\$	-	\$	-	\$	-	\$	-	\$	-
Other Specified Costs	\$	-	\$	-	\$	-	\$	-	\$	-
Indirect Cost	\$	-	\$	-	\$	-	\$	-	\$	-
Profit	\$	-	\$	-	\$	-	\$	-	\$	-
Total	\$	-	\$	-	\$	-	\$	-	\$	-
Grand Total	\$	-	\$	-	\$	-	\$	-	\$	-

Grand Total - ALL

INDIRECT COSTS	TOTAL FUNDINGS	W/A	WID	WIDRR	WTS	FSH(JUL-SEP)	FSH(OCT-JUN)	UCRE
Base								\$ -
x Approved Indirect Cost Rate								\$ -
= Total Indirect Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
or the lesser of 10% Adm. Cost	\$ -							\$ -

**BUDGET REVIEW**

CONTRACTOR: YOUTH CO-OP, INC.

TITLE: CareerSource Center (West Dade) INDEX: 12310  
(07/01/23 to 06/30/24)

**CONTRACTS UNIT REVIEW**

Contracts Manager Assigned: Fernando Odio Date Submitted: 09/11/23

**PY'23-24 NEW Budget**

West Dade	WIOA AD: 17,258	WIOA DW: 17,278	WIOA RR: 17,278	TANF: 93,558	FSET/ SNAP	REA: 17,225	Total
Total Allocation	\$487,692	\$326,917	\$85,907	\$915,523	\$96,828	\$17,431	\$1,930,298

Comment(s): See Letter of Intent dated 6/26/23.

This Budget was reviewed for reasonable projection of expenditures by:

Contracts Manager's/Administrator's Signature: Fernando Odio Date Signed: 9/21/23

- 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:*

1. Reviewed and Posted to Books by Accountant: PREVEY 9/22/23
2. Reviewed for Support Services: YIPPOUS (Financial Mgr) 9/22/23 NO WEMS ADJUSTMENTS MCC 9/22/2023
3. Reviewed by Assistant Controller: [Signature] 9/22/23
4. Indirect Cost Rate/Cost Allocation Plan Budgeted costs verified by: [Signature]

Approved by Finance  
5. Assistant Director's Signature: [Signature] Date Signed: 9/22/23

*Routing after Final Assistant Director's approval: to accountant to scan and original to Contracts.*

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



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 \$1,930,298.00 to provide workforce services in the West Dade 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.

(West Dade) Total Allocation	WIOAAD	WIOADW	WIOA. RR	TANF	FSET /SNAP	REA	Total
	\$487,692	\$326,917	\$85,907	\$915,523	\$96,828	\$17,431	\$1,930,298

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.

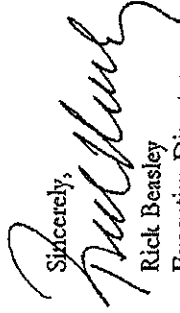
- Signed contract, within 90 calendar days.

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 West Dade Careet 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



**BUDGET: PROJECTED ADMINISTRATIVE COST**

Agency Name: Youth Co-Op, Inc.  
 Project Name: Career Center - West Dade  
 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>SNAP /FSET</u>	<u>REA</u>	<u>Total</u>	
<b>GL Code</b>	<b><u>Indirect Cost Rate Calculation</u></b>								
	<u>Allocation Base (Modified Total Direct Cost)</u>								
	Total Direct Costs	\$ 1,776,947.44	448,947.80	300,945.41	79,082.21	842,790.21	89,135.60	16,046.21	1,776,947.44
	Less: Lease/Rent								-
	Less: Capital Items/ Equipment								-
	Less: Participant Cost (WFMS CHARGES)								-
	Modified Total Direct Costs	\$ 1,776,947.44	448,947.80	300,945.41	79,082.21	842,790.21	89,135.60	16,046.21	1,776,947.44
	Indirect Cost Rate	8.63%							-
<b>5780</b>	TOTAL Indirect Costs	\$ 153,350.56	\$ 38,744.20	\$ 25,971.59	\$ 6,824.79	\$ 72,732.79	\$ 7,692.40	\$ 1,384.79	153,350.56
<b>5991</b>	Attrition								-
	<b>TOTAL PROJECTED ADMINISTRATIVE COST</b>	<b>153,350.56</b>	<b>\$ 38,744.20</b>	<b>\$ 25,971.59</b>	<b>\$ 6,824.79</b>	<b>\$ 72,732.79</b>	<b>\$ 7,692.40</b>	<b>\$ 1,384.79</b>	<b>153,350.56</b>

Career Center - West Duane  
Youth Co-Op, Inc.

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. Staff performance payments have been allocated on a percentage of total staff salaries and will be distributed to eligible staff in accordance with the approved plan, taking into account individual performance and their contribution to the achievement of contract goals.

Staff Name	Position	FTE	% of salaries Charged to this Program	Average Rate of Pay	Hours or PP	Total Charged to this Program
DAES, MONICA	Center Manager	1	100%	3,150.00	24.00	\$ 75,600.00
ANDERSON, MARIA E	Career Advisor		100%	1,750.00	24.00	\$ 42,000.00
BARROS GARCIA, ALUBIA	Employment Specialist		100%	1,837.00	24.00	\$ 44,088.00
PEREZ, LIDIA M	Career Advisor		100%	16.63	2,080.00	\$ 40,880.00
ONDIALES, MARLEN	Career Advisor		100%	1,662.50	24.00	\$ 39,900.00
SALCE, DIANA J	Program Supervisor		100%	2,742.24	24.00	\$ 65,837.76
GARCIA LOPEZ, MARTHA B	Program Specialist		100%	17.85	2,080.00	\$ 37,128.00
GONZALEZ LISBET	Program Specialist		100%	17.01	2,080.00	\$ 35,380.80
HERNANDEZ, GRISSEL C	Program Specialist		100%	1,618.75	24.00	\$ 38,850.00
TBA	Recruitment Specialist		100%	1,400.00	24.00	\$ 33,600.00
LUENGO GRACIELA E	Program Specialist		100%	17.54	2,080.00	\$ 36,483.70
PACHON, CLAUDIA	Program Specialist		100%	17.85	2,080.00	\$ 37,128.00
PEREZ ISABEL M	Program Specialist		100%	17.01	2,080.00	\$ 35,380.80
SOLTURA LASERIA, ALEJANDRO	Employment Specialist		100%	1,995.00	24.00	\$ 47,880.00
ARANGUIZ, DAISY	Career Advisor		100%	2,165.63	24.00	\$ 51,975.12
BONILLA, JOSUE	Program Specialist		100%	17.85	2,080.00	\$ 37,128.00
CANALES, GERARDO	Placement Specialist		100%	1,750.00	24.00	\$ 42,000.00
TBA	Workshop Facilitator		100%	19.17	2,080.00	\$ 39,873.60
TBA	Career Advisor		100%	19.17	2,080.00	\$ 39,873.60
AVTUNYA, MARIA J	Placement Specialist		100%	1,702.00	24.00	\$ 40,848.00
TBA	Placement Specialist		100%	19.68	2,080.00	\$ 40,934.40
GOMEZ, SARRINA	Program Specialist		100%	16.80	2,080.00	\$ 34,944.00
TBA	Program Specialist		100%	17.85	2,080.00	\$ 37,128.00
TRIAS, JAVIER R	Career Advisor		100%	1,702.00	24.00	\$ 40,848.00
FLEURINE, ELOU	Quality Assurance		33%	3,612.03	24.00	\$ 28,901.35
TBA	Career Advisor		100%	19.17	2,080.00	\$ 39,873.60

Total Staff Salaries and FTEs			\$
1,160.313.83			\$ 1,160,313.83

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 \$ 1,160,313.83  
Worker's Comp Rate: 0.8341% \$ 9,494.85  
Unemployment 2.61% of the first \$7000 each staff earns during the calendar year \$ 2,842.00  
Health (staff only) 622.11 + 2.85 per month for each staff member for single coverage per FTE for this program. Premium may \$ 226,417.00  
Life/Disability Ins. 395.17 average per month. Rates vary for each staff member, based on age and rate of pay. \$ 4,742.00  
Retirement 6.3% of staff salaries per Board of Director's resolution \$ 1,160,313.83 times 6.5 % \$ 75,420.40 \$ 407,680.25

PROGRAM BUDGET NARRATIVE (CONTINUED)

Supplies	Office & computer supplies including reproduction projected at \$1900		\$ 22,800.00
	Cleaning and Disinfecting supplies projected at \$100		\$ 1,200.00
	Printing (outside) of flyers, brochures, newsletters, business cards, and other program forms, estimated at \$50 per month		\$ 1,200.00
	Postage to mail program information to clients; estimated cost at approximately \$41.67 per month		\$ 2,400.00
Insurance	General/Professional Liability (Cyber Liability/Umbrella and fees, allocated per staff ratio and area occupied - 2023-2024 premium \$ 8,815.80)		\$ 750.00
			\$ 26,000.00
Travel Costs	Local Travel Costs: Mileage reimbursement for staff traveling on business, estimated 200 miles per month at \$0.625 each business mile x 12 months), plus parking and tolls		\$ 2,100.00
	Services for shredding of documents, 6 bins @ \$16.67	16.67	1,200.00
Shredding	Services from Equifax for client verifications. Average \$34.17 per transaction.		\$
Special Service Expenses	Allocated to centers based on previous year usage (rounded)	480	\$ 34,170.00
			\$
Background Check - Staff	Cost of background checks as required, at \$90 per staff for an estimated staff members	90	\$ 10,000.00
Professional Services	Disinfecting & Sanitation services 2 services per year		\$
Attrition			\$
	Total Direct Program costs		\$ 134,001.52

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. 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.			\$ 153,350.56
TOTAL ADMINISTRATIVE COST			\$ 153,350.56
TOTAL CONTRACT AMOUNT			\$ 153,351.00

---

**Mariangel Reyes**

**From:** Fernando Odio  
**Sent:** Friday, September 22, 2023 8:48 AM  
**To:** Mariangel Reyes  
**Subject:** RE: Youth Co-Op PY'23 West Dade Budget  
**Attachments:** Youth CoOp PY23 West Dade LOI.pdf

Hi Mari, attached is the LOI.

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>



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**From:** Mariangel Reyes <[Mariangel.Reyes@careersourcesfl.com](mailto:Mariangel.Reyes@careersourcesfl.com)>  
**Sent:** Thursday, September 21, 2023 4:57 PM  
**To:** Fernando Odio <[Fernando.Odio@careersourcesfl.com](mailto:Fernando.Odio@careersourcesfl.com)>  
**Subject:** RE: Youth Co-Op PY'23 West Dade Budget

Hi Fernando ,

Please send me the award letter.

Thank you.

**Mariangel Reyes**  
**Accountant II**  
CareerSource South Florida  
7300 Corporate Center Drive, Suite 500  
Miami, Fl, 33126,  
P: 305-929-1575 | F: 305-470-5525  
[Mariangel.Reyes@careersourcesfl.com](mailto:Mariangel.Reyes@careersourcesfl.com)  
<http://www.careersourcesfl.com>



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---

**Mariangel Reyes**

**From:** Fernando Odio  
**Sent:** Thursday, September 21, 2023 4:55 PM  
**To:** Mariangel Reyes  
**Cc:** Renee Bennett; Dania Roque; Kimberly Lowery  
**Subject:** Youth Co-Op PY'23 West Dade Budget  
**Attachments:** 23 09 21 Youth CoOp PY23 West Dade Center Budget TO FINANCE.xlsx; Youth CoOp PY23 West Dade Budget Review Form.docx

Hi Mari, attached for review is the Youth Co-Op PY'23 West Dade 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)  
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**From:** Dania Roque <[Dania.Roque@careersourcesfl.com](mailto:Dania.Roque@careersourcesfl.com)>  
**Sent:** Thursday, September 21, 2023 10:04 AM  
**To:** Fernando Odio <[Fernando.Odio@careersourcesfl.com](mailto:Fernando.Odio@careersourcesfl.com)>  
**Subject:** FW: West Dade 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)  
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**From:** Sabino Iodice <[Sabino.Iodice@ycoopmail.org](mailto:Sabino.Iodice@ycoopmail.org)>  
**Sent:** Monday, September 11, 2023 4:12 PM  
**To:** Dania Roque <[Dania.Roque@careersourcesfl.com](mailto:Dania.Roque@careersourcesfl.com)>; Kimberly Lowery <[Kimberly.Lowery@careersourcesfl.com](mailto:Kimberly.Lowery@careersourcesfl.com)>  
**Cc:** Clyde Felix <[Clyde.Felix@ycoopmail.org](mailto:Clyde.Felix@ycoopmail.org)>  
**Subject:** West Dade 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 Dania and Kimberly,

Attached please find the FY24 budget for West Dade. Please let me know if you have any questions or if I should send it to anyone else.

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

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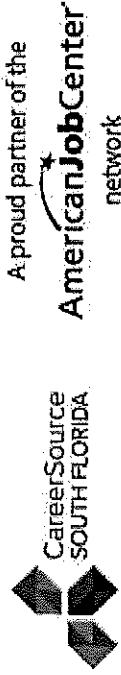
**From:** Dania Roque  
**Sent:** Friday, September 8, 2023 4:04 PM  
**To:** Sabino Iodice  
**Cc:** Clyde Felix ; Kimberly Lowery  
**Subject:** LH Budget  
Sabino;

Thank you for submitting LH Budget. I've cc'ed my colleague Kimberly assigned to the review of this budget. Any questions please reach out to her.

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>



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**From:** Sabino Iodice  
**Sent:** Friday, September 8, 2023 3:51 PM  
**To:** Dania Roque

**Cc:** Clyde Felix  
**Subject:** Re: Youth Co-Op Increased in Allocation to Perrine Contract modification

**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 Dania,

Thank you so much for your patience and understanding. Attached is the Little Havana FY24 budget. Please let me know if you need to me send it to anyone else and if there are any questions or concerns.

Regards,

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

---

**From:** Dania Roque <[Dania.Roque@careersourcesfl.com](mailto:Dania.Roque@careersourcesfl.com)>

**Sent:** Friday, September 8, 2023 12:13 PM

**To:** Sabino Iodice <[Sabino.Iodice@ycoopmail.org](mailto:Sabino.Iodice@ycoopmail.org)>

**Subject:** RE: Youth Co-Op Increased in Allocation to Perrine Contract modification

Hi Sabino;

I totally understand. Send me one at least today then you can send the rest one at a time if possible. Thank you for your response.

**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)  
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**From:** Sabino Iodice <[Sabino.Iodice@ycoopmail.org](mailto:Sabino.Iodice@ycoopmail.org)>

**Sent:** Friday, September 8, 2023 12:07 PM

**To:** Dania Roque <[Dania.Roque@careersourcesfl.com](mailto:Dania.Roque@careersourcesfl.com)>

**Subject:** Re: Youth Co-Op Increased in Allocation to Perrine Contract modification

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Hi Dania,

We hope to have littel havana done today. Perrine and West Dade by next week. We've been dealing with our outside auditors to get our schools audit done by Friday of next week and all of our time has been dedicated to providing them with reports and information. I truly apologize.

Regards,

Sabino Iodice  
Director of Finance



Youth Co-op Inc.  
786-615-7042

---

**From:** Dania Roque <[Dania.Roque@careersourcesfl.com](mailto:Dania.Roque@careersourcesfl.com)>  
**Sent:** Friday, September 8, 2023 12:02 PM  
**To:** Ana Sosa <[Ana.Sosa@ycoopmail.org](mailto:Ana.Sosa@ycoopmail.org)>; Connie Perez-Borroto <[cpb@ycoopmail.org](mailto:cpb@ycoopmail.org)>; Sabino Iodice <[Sabino.Iodice@ycoopmail.org](mailto:Sabino.Iodice@ycoopmail.org)>  
**Cc:** Kimberly Lowery <[Kimberly.Lowery@careersourcesfl.com](mailto:Kimberly.Lowery@careersourcesfl.com)>; Mariangel Reyes <[Mariangel.Reyes@careersourcesfl.com](mailto:Mariangel.Reyes@careersourcesfl.com)>; Robert Smith <[Robert.Smith2@careersourcesfl.com](mailto:Robert.Smith2@careersourcesfl.com)>

**Subject:** RE: Youth Co-Op Increased in Allocation to Perrine Contract modification

Hi Sabino;

Just want to follow up on budgets, finance department has July invoices and without budget approved they cannot pay.

Please advise.

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)  
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---

**From:** Dania Roque  
**Sent:** Wednesday, August 30, 2023 4:53 PM  
**To:** 'Ana Sosa' <[Ana.Sosa@ycoopmail.org](mailto:Ana.Sosa@ycoopmail.org)>; 'Connie Perez-Borroto' <[cpb@ycoopmail.org](mailto:cpb@ycoopmail.org)>; 'Sabino Iodice' <[Sabino.Iodice@ycoopmail.org](mailto:Sabino.Iodice@ycoopmail.org)>  
**Cc:** Kimberly Lowery <[Kimberly.Lowery@careersourcesfl.com](mailto:Kimberly.Lowery@careersourcesfl.com)>  
**Subject:** RE: Youth Co-Op Increased in Allocation to Perrine Contract modification

Hi Ana;

Please see message below in reference to organizational responsibilities:

Hi Dania,

We need an updated organization responsibilities because Jorge Pichardo is no longer with YCO Sabino Iodice that we cannot release if we do not have Sabino Iodice in the form.

Thank you in advance.

**Marianne Reves**

**Dania Roque**

**Contracts Office**

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

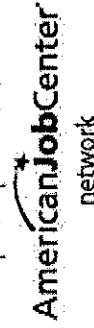
P: 305-929-1626 | F: 305-470-5516

[Dania.Roque@careersourcesf.com](mailto:Dania.Roque@careersourcesf.com)

<http://www.careersourcesf.com>



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**From:** Dania Roque

**Sent:** Tuesday, August 22, 2023 2:04 PM

**To:** 'Ana Sosa'; Connie Perez-Borroto

**Cc:** Fernando Odio

**Subject:** RE: Youth Co-Op Increased in Allocation to Perrine Contract modification  
Received, 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@careersourcesf.com](mailto:Dania.Roque@careersourcesf.com)

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**From:** Ana Sosa  
**Sent:** Tuesday, August 22, 2023 1:20 PM  
**To:** Dania Roque ; Connie Perez-Borrito  
**Cc:** Fernando Odio  
**Subject:** Re: Youth Co-Op Increased in Allocation to Perrine Contract modification

**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 Dania,

Thank you again for your help. Attached please find the signed LOI and contract signature page for each of the Career Centers. Also attached is the signed and notarized Annual Statement.

We are working on the organizational responsibilities to get that executed and returned to you. Let me know what else we can do in the meantime to be of assistance.

Thanks,

Ana

**Ana M. Sosa**  
**Executive Assistant**  
**Youth Co-Op, Inc.**  
**5040 NW 7 Street, Suite 300, Miami, FL 33126**  
**Direct: 786-615-7020/Main: 305-643-6730 Ext. 416/Fax: 305-643-2739**

---

**From:** Dania Roque <[Dania.Roque@careersourcesfl.com](mailto:Dania.Roque@careersourcesfl.com)>  
**Sent:** Tuesday, August 22, 2023 12:07 PM  
**To:** Ana Sosa <[Ana.Sosa@ycoopmail.org](mailto:Ana.Sosa@ycoopmail.org)>; Connie Perez-Borrito <[cpb@ycoopmail.org](mailto:cpb@ycoopmail.org)>  
**Cc:** Fernando Odio <[Fernando.Odio@careersourcesfl.com](mailto:Fernando.Odio@careersourcesfl.com)>

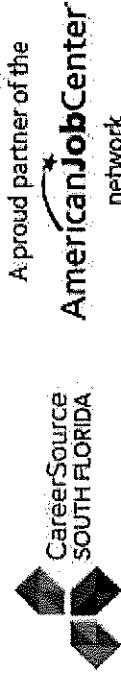
**Subject:** RE: Youth Co-Op Increased in Allocation to Perrine Contract modification

Ana;

The forms signed are incorrect they these are 2022 contracts; Homestead center is closed no contract for 23-24, please see attached emails with correct contracts, signed and resubmit.

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>



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**From:** Ana Sosa <[Ana.Sosa@ycoopmail.org](mailto:Ana.Sosa@ycoopmail.org)>  
**Sent:** Thursday, June 29, 2023 3:34 PM  
**To:** Dania Roque <[Dania.Roque@careersourcesfl.com](mailto:Dania.Roque@careersourcesfl.com)>; Connie Perez-Borrito <[cpb@ycoopmail.org](mailto:cpb@ycoopmail.org)>

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

**Subject:** Re: Youth Co-Op Increased in Allocation to Perrine Contract modification

Good afternoon Dania,

It was a pleasure speaking with you this morning. Attached please find the executed Signatory Forms for contract modifications sent May 30th.

Let us know if there are any questions.

Thanks,

Ana

*Ana M. Sosa*

*Executive Assistant*

*Youth Co-Op, Inc.*

*5040 NW 7 Street, Suite 300, Miami, FL 33126*

*Direct: 786-615-7020/Main: 305-643-6730 Ext. 416/Fax: 305-643-2739*

---

**From:** Dania Roque <[Dania.Roque@careersourcesfl.com](mailto:Dania.Roque@careersourcesfl.com)>

**Sent:** Thursday, June 29, 2023 11:04 AM

**To:** Connie Perez-Borroto <[cpb@ycoopmail.org](mailto:cpb@ycoopmail.org)>; Ana Sosa <[Ana.Sosa@ycoopmail.org](mailto:Ana.Sosa@ycoopmail.org)>

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

**Subject:** FW: Youth Co-Op Increased in Allocation to Perrine Contract modification

Good Morning: I'm following up on the attached sent 5/30. Please advise.

**Dania Roque**

**Contracts Office**

CareerSource South Florida

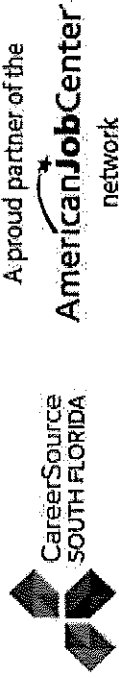
7300 Corporate Center Drive, Suite 500

Miami, FL, 33126,

P: 305-929-1626 | F: 305-470-5516

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---

**From:** Dania Roque

**Sent:** Tuesday, May 30, 2023 11:16 AM

**To:** 'Connie Perez-Borroto' <[cpb@ycoopmail.org](mailto:cpb@ycoopmail.org)>

**Cc:** 'Ana Sosa' <[Ana.Sosa@ycoopmail.org](mailto:Ana.Sosa@ycoopmail.org)>; Renee Bennett <[Renee.Bennett@careersourcesfl.com](mailto:Renee.Bennett@careersourcesfl.com)>; Robert Smith <[Robert.Smith2@careersourcesfl.com](mailto:Robert.Smith2@careersourcesfl.com)>; Teresa Hechavarría <[Teresa.Hechavarría@careersourcesfl.com](mailto:Teresa.Hechavarría@careersourcesfl.com)>; Fernando Odio <[Fernando.Odio@careersourcesfl.com](mailto:Fernando.Odio@careersourcesfl.com)>; Jarvis Washington <[Jarvis.Washington@careersourcesfl.com](mailto:Jarvis.Washington@careersourcesfl.com)>

**Subject:** Youth Co-Op Increased in Allocation to Perrine Contract modification

Good Morning Ms.Perez;

Attached please find contract modification for Perrine due to additional allocation.

- Confirm receipt of this email and attachments.

Thank you,

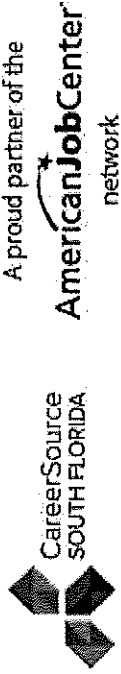
**Dania Roque**

**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>



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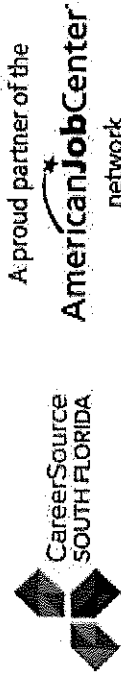
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---

**From:** Dania Roque  
**Sent:** Tuesday, May 30, 2023 9:58 AM  
**To:** 'Connie Perez-Borroto' <[cpb@ycooemail.org](mailto:cpb@ycooemail.org)>; Renee Bennett <[Renee.Bennett@careersourcesfl.com](mailto:Renee.Bennett@careersourcesfl.com)>; Robert Smith <[Robert.Smith2@careersourcesfl.com](mailto:Robert.Smith2@careersourcesfl.com)>; Teresa Hechavarría <[Teresa.Hechavarría@careersourcesfl.com](mailto:Teresa.Hechavarría@careersourcesfl.com)>; Fernando Odio <[Fernando.Odio@careersourcesfl.com](mailto:Fernando.Odio@careersourcesfl.com)>; Jarvis Washington <[Jarvis.Washington@careersourcesfl.com](mailto:Jarvis.Washington@careersourcesfl.com)>  
**Subject:** Youth Co-Op Increased in Allocation to West Dade Contract modification  
Good Morning Ms.Perez;  
Attached please find contract modification for West Dade due to additional allocation.  

- Confirm receipt of this email and attachments.

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>



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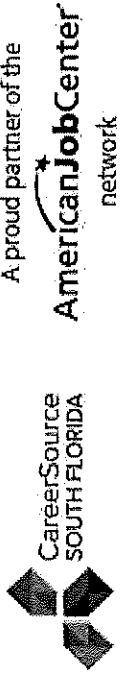
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**From:** Dania Roque  
**Sent:** Wednesday, May 24, 2023 5:04 PM  
**To:** 'Connie Perez-Borroto' <[cpb@ycooemail.org](mailto:cpb@ycooemail.org)>; 'Ana Sosa' <[Ana.Sosa@ycooemail.org](mailto:Ana.Sosa@ycooemail.org)>  
**Cc:** Robert Smith <[Robert.Smith2@careersourcesfl.com](mailto:Robert.Smith2@careersourcesfl.com)>; Fernando Odio <[Fernando.Odio@careersourcesfl.com](mailto:Fernando.Odio@careersourcesfl.com)>; Renee Bennett <[Renee.Bennett@careersourcesfl.com](mailto:Renee.Bennett@careersourcesfl.com)>; Teresa Hechavarría <[Teresa.Hechavarría@careersourcesfl.com](mailto:Teresa.Hechavarría@careersourcesfl.com)>; Mariza Torres <[Mariza.Torres2@careersourcesfl.com](mailto:Mariza.Torres2@careersourcesfl.com)>  
**Subject:** Youth Co-Op Increased in Allocation to West Dade & Perrine  
Good afternoon;  
Attached please find letters of increase in allocation to career centers West Dade and Perrine due to closure of Homestead Career Center.  

- Contract modification is forthcoming.

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)  
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Ana Sosa - Executive Assistant - Main Office -  
[Ana.Sosa@ycoopmail.org](mailto:Ana.Sosa@ycoopmail.org)

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

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[Sabino.Iodice@ycoopmail.org](mailto:Sabino.Iodice@ycoopmail.org)

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