



June 29, 2023

Ms. Gabriela Musiet
President
Cuban American National Council, Inc.
1223 SW 4th Street
Miami, FL 33135

SUBJECT: Letter of Intent

Dear Ms. Musiet:

This Letter of Intent is to notify you that the South Florida Workforce Investment Board (SFWIB) approved Youth Program Contractors. Your agency was awarded total funding up to \$329,436.00 to operate the **Out-of-School Youth Program** 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.

Out-of-School	WIOA Youth: 17.259
Cost Reimbursement Award	\$296,492.00
10% Incentives Holdback	\$32,944.00
Total Contract Amount	\$329,436.00

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**, attached hereto and incorporated herein, respectively, as **Exhibit A-1 Modified Statement of Work**.

Modifications to **Exhibit A-1, Modified Statement of Work**, 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 **Exhibit A-1 Modified Statement of Work**.

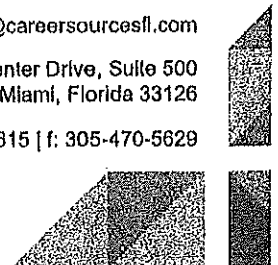
The Contractor and the SFWIB agree this Letter of Intent will be replaced by a duly executed contract within 90 calendar days from the date of transmittal. Failure to submit documents identified below within the specified timeframe may result in a disallowance of the expenditure made and/or cost incurred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

- Signed contract, within 90 calendar days.

Info@careersourcesfl.com

7300 Corporate Center Drive, Suite 500
Miami, Florida 33126

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



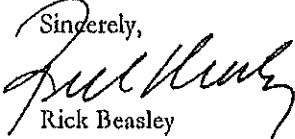
Ms. Gabriela Musiet
Cuban American National Council, Inc.
June 29, 2023
Page 2 of 2

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

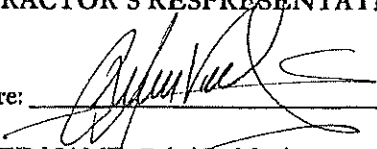
- E-mail budget for the amount awarded (In no event shall the budget(s) for administrative costs exceed **ten percent (10%)** or the Indirect Cost Rate, whichever is less).
- Indirect cost rate proposal
- Annual Certification
- Organizational Responsibilities

The **Contract modification for the Out-of-School Youth Program** 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: Gabriela Musiet

TITLE: **President**

DATE: 7/10/2023

Attachments

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

**WORKFORCE SERVICES
MODIFICATION TO CONTRACT BETWEEN
SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
AND
CUBAN AMERICAN NATIONAL COUNCIL, INC.**

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

AWARDING OFFICIAL CONTACT INFORMATION
Name: Rick Beasley
Title: Executive Director
Telephone Number: (305) 929-1500
Date of Notice: June 16, 2021
R&D: No

PASS THROUGH:	
DEPARTMENT OF ECONOMIC OPPORTUNITY	
CFDA	FAIN
WIOA Youth: 17.259	AA363132155A12

CONTRACTOR
Cuban American National Council, Inc.
1223 SW 4th Street
Miami, Florida 33135
UNIQUE ENTITY IDENTIFIER #YE92JZQCAMF5

TITLE OF CONTRACTOR'S PROGRAM
"Youth Program: Out-of-School"

TERM: July 1, 2022 through June 30, 2025

PY'23-24:

<u>CONTRACT AMOUNT</u>	<u>CONTRACT NUMBER</u>	<u>INDEX CODE</u>	<u>CONTRACT PERIOD</u>
\$329,436.00	WS-YS-OSY-PY'23-02-01	62302	July 1, 2023 – June 30, 2024

PY'22-23:

<u>CONTRACT AMOUNT</u>	<u>CONTRACT NUMBER</u>	<u>INDEX CODE</u>	<u>CONTRACT PERIOD</u>
\$452,491.00	WS-YS-OSY-PY'22-02-00	62202	July 1, 2022 – June 30, 2025

THIS AMENDMENT, hereinafter referred to as the "AMENDMENT," entered into between **Cuban American National Council, 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** and **performance-based** Contract shall not exceed **\$329,436.00** as set forth in the table below.

The total Contract amount consists of Cost Reimbursement Award, Work Experience Wages and Incentives Holdback, as defined in **Exhibit D, Payment for Performance** attached. **The Cost Reimbursement Award**

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

OUT-OF-SCHOOL (July 1, 2023 to June 30, 2024)	WIOA YOUTH: 17.259
Cost Reimbursement Award	\$296,492.00
10% Incentives Holdback	\$32,944.00
Total Contract Amount	\$329,436.00

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.

Article II, Section C- Federal Funding Accountability and Transparency Act (FFATA) is repealed and replaced with the following:

Unique Entity Identifier Maintenance

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

(a) *Definition.* Unique entity identifier, as used in this clause, means a number or other identifier used to identify a specific commercial, nonprofit, or Government entity. See www.sam.gov for the designated entity for establishing unique entity identifiers.

(b) The Contractor shall ensure that the unique entity identifier is maintained with the entity designated at the System for Award Management (SAM) for establishment of the unique entity identifier throughout the life of the contract. The Contractor shall communicate any change to the unique entity identifier to the SFWIB within 30 days after the change, so an appropriate modification can be issued to update the data on the contract. A change in the unique entity identifier does not necessarily require a novation be accomplished.

Article II, Section D – Self-Assessment Questionnaire is repealed and replaced with the following:

The Contractor shall complete an annual **Exhibit C, Self-Assessment Questionnaire**, attached hereto and incorporated by reference herein, and submit to the SFWIB’s Office of Continuous Improvement **not later than thirty (30) calendar days after the execution of this Contract** as set forth in **Exhibit E, Reporting Requirements**, attached hereto and incorporated by reference herein. Failure to submit the Self-Assessment Questionnaire within the required time frame shall result in the SFWIB withholding payment under the Contract.

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; Exhibit D, Payment Provisions (July 1, 2022 to June 30, 2023); and Exhibit D-1 Payment Provisions (July 1, 2023 to June 30, 2024)** 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 and Bonus Limitation is repealed and replaced with the following:

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 1st 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: Cuban American National Council, Inc.
PROGRAM ENTITLED: "Youth Program: Out-of-School"
CONTRACT NUMBER: WS-YS-OSY-PY'23-02-01
CFDA NUMBERS: WIOA YOUTH: 17.259


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

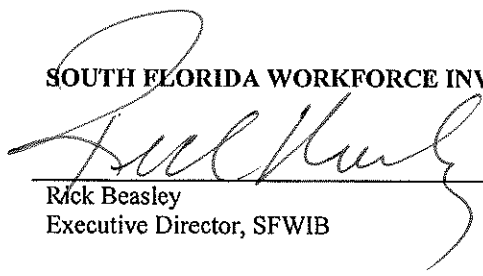
(For Use Only When Contractor Is a Corporation)

1a.  1b. _____
Signature of President or Vice-President
Date 7/10/23 Date _____

2a. Gabriela Musiet 2b. _____
Typed Name of President or Vice-President

3a. President 3b. _____
Full Title of President or Vice-President

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

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
 1/31/24
Rick Beasley Date
Executive Director, SFWIB

ANNUAL CERTIFICATION

Gabriela Musiet, on behalf of Cuban American National Council, Inc. (CNC) 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 # 62302.

By: [Signature] Signature of Affiant Date 7/18/23

Gabriela Musiet, President and CEO Printed Name of Affiant and Title

Cuban American National Council, Inc. (CNC) Printed Name of Firm

1223 SW 4 Street, Miami, Florida 33135-2407 Address of Firm

SUBSCRIBED AND SWORN TO (or affirmed) before me this 18th day of July, 2023 He/She is personally known to me or has presented [Signature] as identification. Type of identification

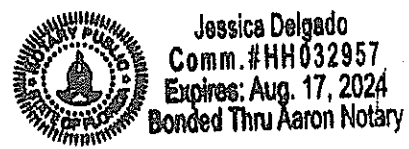
[Signature] Signature of Notary

HH032957 Serial Number

Jessica Delgado Print or Stamp Name of Notary

August 17, 2024 Expiration Date

Notary Public - State of Florida



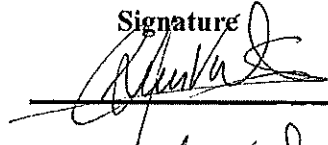
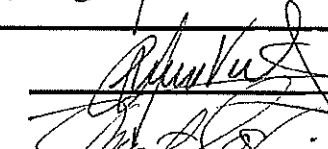
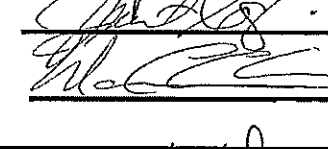
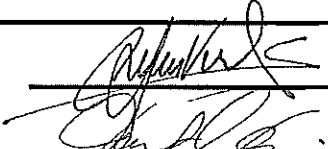
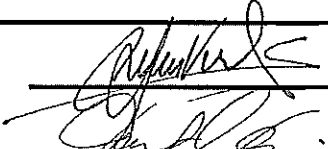
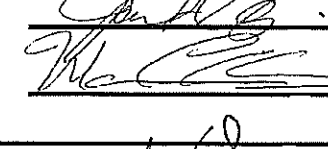
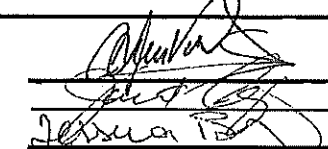
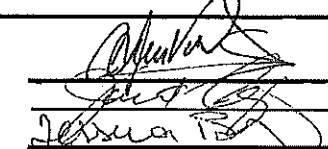
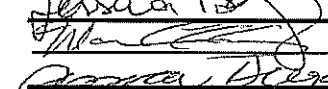
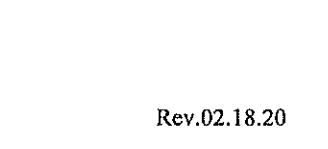


AGENCY: Cuban American National Council, Inc. (CNC)

DATE: 07/10/2023

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>Lisa Capote</u>	<u>(786) 871-5680 - lisa@capotelawfirm.com</u>
<u>Chief Executive*</u>	<u>Gabriela Musiet</u>	<u>(305) 642-8484, Ext. 109</u> <u>gmusiet@cnc.org</u>
<u>Project Director</u>	<u>Gabriela Musiet</u>	<u>(305) 642-8484, Ext. 109</u> <u>gmusiet@cnc.org</u>
<u>Affirmative Action Officer</u>	<u>Janet Collazo</u>	<u>(305) 642-8484, Ext. 105</u> <u>jcollazo@cnc.org</u>
<u>Personnel Officer</u>	<u>Janet Collazo</u>	<u>(305) 642-8484, Ext. 105</u> <u>jcollazo@cnc.org</u>
<u>Fiscal Management Officer</u>	<u>Maria Cristina Claro</u>	<u>(305) 642-8484, Ext. 112</u> <u>mclaro@cnc.org</u>

	Name	Signature
• Person Authorized to Sign Contract(s) according to Corporate/ Board Resolution	<u>Gabriela Musiet</u>	
• Persons Authorized to Sign Invoicing Packages and Procurement Requests (Finance Manager or above)	<u>Gabriela Musiet</u>	
	<u>Janet Collazo</u>	
	<u>Maria Cristina Claro</u>	
• Persons Authorized to Pick Up Emergency Payments/Checks	<u>Gabriela Musiet</u>	
	<u>Janet Collazo</u>	
	<u>Maria Cristina Claro</u>	
• Person(s) Authorized to Sign and/or Pick Up Other Relevant Documents	<u>Gabriela Musiet</u>	
	<u>Janet Collazo</u>	
	<u>Jessica Buitrago</u>	
	<u>Maria Cristina Claro</u>	
	<u>Jessica Delgado</u>	

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

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

STATEMENT OF WORK
CUBAN AMERICAN NATIONAL COUNCIL, INC. (CANC)
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
Out-of-School Youth Program
July 1, 2023 – June 30, 2024

The Contractor does hereby agree to provide and comply with the conditions for Out-of-School Youth (OSY) Program services as described herein for the effective period of **July 1, 2023, through June 30, 2024**. The **Statement of Work, Exhibit A** will be updated on an annual basis and be incorporated by modification to the Contract.

A. PERIOD OF CONTRACTED SERVICES AND ACTIVITIES

The SFWIB's OSY Program must have year-round youth services and activities that incorporate summer youth employment opportunities. The periods for carrying out the program services and activities are as follows:

- Year-round Activities: July 1, 2023 – June 30, 2024
- Summer Activities: July 1, 2023 – August 31, 2023
- Summer Activities: June 1, 2024 – June 30, 2024

B. PERFORMANCE

The Contractor shall be responsible for achieving the performance as set forth in:

- Exhibit D–Payment for Performance:
 - Attachment 1–Exhibit D–CSSF Specifications for Out-of-School Youth Program Balanced Scorecard Report; and
 - Attachment 2–Exhibit D–Payment Provisions.

C. CONTRACTOR RESPONSIBILITIES

The Contractor shall deliver services in accordance with **Exhibit AA, Program Design and Service Delivery**.

D. PROGRAM ENROLLMENTS, CARRYOVERS, FOLLOW-UPS AND EXITS

The Contractor shall:

1. Serve all **72** OSY including number of new enrollments and carryovers*;

- **Active Case Loads (Carryovers) 45**.
- **Number of New Enrollments [General Population] 19**.
- **Number of New Enrollments [Youth Offender] 2**.
- **Number of New Enrollments [Homeless/Runaway/Foster care] 2**.
- **Number of New Enrollments [Pregnant or Parenting] 2**.
- **Number of New Enrollments [Disability] 2**.

2. Enroll new OSY for PY'2023-2024:

- The contractor shall enroll **27** youth by March 31, 2024.
- If the Contractor enrolls less than 90% of the enrollment requirement (less than **24**), a deduction or chargeback to expenditures already paid will be collected based upon the following calculation:
 - \$7,500.00 x # of youth not recruited
- 3. Perform follow-up services for all OSY;
- 4. Serve all transferred OSY, as long as current provider is an SFWIB Youth Contractor; and
- 5. Perform follow-up services for all OSY who exited the program.

*Carryovers (**Active Caseload**): All youth enrolled between July 1, 2022 and June 30, 2023, and remains active as of July 1, 2023, listed in **Attachment 2-Exhibit D-Payment Provisions**.

E. STAFFING REQUIREMENTS

1. The Contractor’s case management staff shall have a Bachelor’s Degree from an accredited college or university and not less than two years of experience working with the targeted population. In lieu of a Bachelor’s Degree, a minimum of five (5) years of experience working with the targeted population is acceptable.
2. The Contractor must ensure that all WIOA funded staff are Tier One certified within 10 days’ of hire date.

F. PROGRAM SERVICE LOCATIONS

The Contractor shall provide OSY Services to eligible youth at the following location(s):

1. **1223 SW. 4th Street. Suite B. Miami, Fl. 33135**

INTENTIONALLY LEFT BLANK

**OUT-OF-SCHOOL YOUTH
PROGRAM DESIGN AND SERVICE DELIVERY
JULY 1, 2023 – JUNE 30, 2024**

I. INTRODUCTION (\$681.420)

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

The aim of the South Florida Workforce Investment Board's (SFWIB) Out-of-School Youth (OSY) Program is to provide a comprehensive, year-round, academic and career linkage program to at-risk youth ages 16-24, who face limited employment opportunities and uncertain futures. To attain this objective, the Contractor shall assist youth in: (1) obtaining a high school diploma or equivalent General Education Development (GED); (2) transitioning into a career opportunity, career pathway opportunity and/or post-secondary education; and (3) gaining employment leading to self-sufficiency.

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

II. PROGRAM ELEMENTS

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

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

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

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

2. Alternative Secondary School Services:

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

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

3. Paid and Unpaid Work Experience:

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

The Contractor shall provide Paid Work Experiences (PWE) that have Academic and Occupational Education as a component of the work experience, which may include the following types of work experiences:

(1) Summer employment and other employment opportunities available throughout the year; (2) pre-apprenticeship programs; (3) internships and job shadowing; and (4) On-the-Job Training (OJT). Internship activities should correlate to the youth's career goals and not exceed 240 hours.

- The Contractor shall only permit one (1) Paid Work Experience (PWE) activity per enrollment. The total number of work experience hours is as follows: Youth (ages 16-24) minimum 160 hours.

4. Occupational Skills Training:

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

5. Education Offered Concurrently with Workforce Preparation and Training:

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

6. Leadership Development Opportunities:

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

7. Support Services:

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

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

8. Adult Mentoring:

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

9. Follow-up Services:

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

Follow-up services must be provided on a monthly basis to all youth who have exited the program (positive and negative) for a mandatory and minimum of twelve (12) months after exit at the following intervals: 1st quarter after exit, 2nd quarter after exit, 3rd quarter after exit, and 4th quarter after exit. The Career Planner must contact the youth by telephone, home visits, mail, etc. to verify the youth's current employment/educational status. The contact must be documented in the appropriate reporting system and the hard copy documentation collected as verification is maintained in the participant's file folder. Effective follow-ups require more than telephone contacts with youth participants. All follow-up services provided/delivered to youth participants must be recorded in Employ Miami-Dade (EMD)/Employ Monroe (EM) and documented in case notes in a timely manner.

10. Comprehensive Guidance and Counseling Services:

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

11. Financial Literacy Education:

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

12. Entrepreneurial Skills Training:

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

13. Services that Provide Labor Market Information:

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

14. Postsecondary Preparation and Transition Activities:

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

All program elements above shall be available to eligible youth whether they are provided directly by the Contractor or referred to other community organizations for said services/activities. Not every youth will require every activity/service. Using the youths' objective assessments and ISS, the Contractor will have discretion to determine the program services/activities that will be provided to the youth. The SFWIB requires that all services outlined in WIOA must be accessible to all program participants, whether by referral or direct provision. . These services are provided by youth service providers through a required "WIOA 14 ELEMENTS SERVICE PLAN" that is updated annually.

III. OTHER PROGRAM COMPONENT SERVICES AND ACTIVITIES

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

1. Career Development and Education:

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

2. Work Readiness/Pre-Employment Skills Training:

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

3. Self-Awareness Activities:

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

4. Decision-Making and Goal Attainment Activities:

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

5. Academic Support:

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

6. Work Maturity (WM) Skills:

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

7. Portfolios:

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

8. Basic Skills Goals:

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

9. Measureable Skill Gains:

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

- A. Educational Functioning Level (EFL) Gain—An EFL gain is the advancement of educational level by making measurable improvement in educational attainment as measured by a pre- and post-test. An example would be moving from an 8th grade reading level to a 9th grade reading level. The test typically used for this could include the TABE/CASAS and/or any State Florida Standardized Test.
- B. Secondary Transcript/Report Card—The Secondary Transcript/ Report Card is a transcript or a report card of a student in High School (HS), High School Equivalency Diploma (HSED), or a GED program demonstrating that the student achieved a D- or above for **all** classes taken and are in good academic standing.
- C. Post-Secondary Transcript/Report Card—The Post-Secondary Transcript/Report Card is a transcript or a report card demonstrating the following based upon enrollment status:
 - o Full Time Student—completion of a minimum of twelve (12) hours for one semester.
 - o Part Time Student—completion of a minimum of twelve (12) credit hours over the course of two (2) consecutive semesters during a program year.

- D. Training Milestone–Satisfactory or better progress towards skill advancement while participating in an OJT, Registered Apprenticeship program or Business Enterprise program.
- E. Skills Progression–Skills progression is successful passage of an exam required for a particular occupation or progress in attaining trade-related benchmarks, such as passing Career Readiness Certificate (CRC) or National Counselor Examination (NCE) exams, obtaining Commercial Driver’s License (CDL), and passing a welding certification exam.

10. Literacy and Numeracy Gains:

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

11. Career Pathway/Career Exploration:

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

In accordance with WIOA Section (3) (7), the term “career pathway” means a combination of rigorous and high-quality education, training, and other support services that—

- a. aligns with the skill needs of industries in the economy of the State or regional economy involved;
- b. prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the National Apprenticeship Act;
- c. includes counseling to support an individual in achieving the individual’s education and career goals;
- d. includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- e. organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- f. enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and
- g. helps an individual enter or advance within a specific occupation or occupational cluster

For the Youth programs, the Industry Specific Based with Career Pathways Service Model approach is used to focus on specific industries that offer employment opportunities at various levels, and clear pathways to progressively higher skill wage levels within a specific industry. The goal (s) of the industry specific based model is to create pathways for job seekers to ultimately access and attain good jobs, wages, and careers. The Industry Specific based with Career Pathways Service Model provides out-of-school youth with education and training that combines academic and career pathways focused on specific high- growth industries and occupations for which employers are in need of hiring for vacancies and building a future pipeline. The goal is to develop a framework that defines high quality career pathways and programs to include:

- New Conceptual model of career pathway systems and programs
- System criteria and indicators
- Shared set of participant metrics for measuring and managing success

Three Features of Career Pathways include:

- The Career Pathways must be well-connected and transparent education, training, credential, and support service offerings within specific occupations.
- The Career Pathways must include multiple entry points including those with limited education, English skills and work experiences.
- The Career Pathways must provide multiple exit points at successively higher levels of family supporting employment and aligned with subsequent entry points.

Four Functions in Career Pathways include:

- Participant-focused instruction and training
- Consistent and non-duplicative assessments of participants' education, skills, and asset/ needs
- Supportive services and career navigation assistance
- Employment services and work experiences

It is expected that out-of-school youth will complete a program in their chosen field of interest that results in completion of an industry-recognized certificate, diploma, GED and/ or post-secondary credential that is a part of their long term career goals/employment.

12. Career Development and Employer Connections:

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

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

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

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

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

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

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

Occupational skills training may be offered as an ITA for youth ages 16-24. Youth who have been determined to need training may access training services through an ITA, enabling youth to choose an approved occupational training program from an SFWIB approved training vendor. Youth Training Vouchers may be utilized for the industry specific employer work activities.

14. Liaison Representative:

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

15. Incentives:

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

16. Parental Involvement (where applicable 16-17):

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

17. Collaboration:

Collaboration requires the Contractor to collaborate with other community partners, youth providers and SFWIB-funded programs during recruitment, enrollment, and program activities to ensure that participants have the opportunity to attend the programs most advantageous to them. The SFWIB requires Contractors to share information and training opportunities and coordinate programs with other community partners and youth providers (i.e. Miami Children's Initiative, Inc., PACE Center for Girls, Inc., Overtown Youth Center, Inc., Mourning Family Foundation, Inc., Kiwanis Club of Little Havana, Inc. and etc.). Additionally, collaboration with the SFWIB's approved training vendors is required for youth (ages 16-24) enrolled in occupational skills training and other academic and vocational programs.

18. Co-Enrollment:

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

Youth who are 18-21 years of age can be co-enrolled in WIOA Adult and/or Dislocated Worker Programs and receive needed services. In the event a youth participant is co-enrolled, the Contractor must work closely with other entities in providing shared case management services to benefit the youth participant and prevent service

duplication. However, service providers should be aware that youth participants who are co-enrolled are held to each of the performance measures established for that particular WIOA program (youth/adult).

19. Educational Portal:

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

IV. PROGRAM DESIGN MODEL

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

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

V. TARGETED POPULATIONS

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

A. A Youth who:

An OSY is an individual who is:

- (a) Not attending any school (as defined under State law);
- (b) Not younger than age 16 or older than age 24 at time of enrollment. And

One or more of the following:

- (1) A school dropout;
- (2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
- (3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
- (4) An offender;
- (5) A homeless individual aged 16 to 24 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth aged 16 to 24 who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)) or a runaway;
- (6) An individual in foster care or who has aged out of the foster care system or who has Attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
- (7) An individual who is pregnant or parenting;
- (8) An individual with a disability; or
- (9) A *low-income* individual who **requires additional assistance** to enter or complete an

educational program or to secure or hold employment. (§681.210)

- (10) *Low-income and* is a recipient of a high school diploma or its equivalent and is basic skills deficient (at or below 8th grade or unable to compute/read/write)
- (11) *Low-income and* is a recipient of a high school diploma or its equivalent, **and** is an English language learner.

B. Youth–Veteran Priority

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

C. While it is expected that most of the youth to be served by the OSY Program may be between the ages of 16 and 24. Out-of-School Youth, include:

- **Youth, ages 16-18**—services to Out-of-School Youth must include activities to encourage the youth to remain in school to complete secondary education and prepare for post-secondary and/or employment leading to self-sufficiency. Youth must achieve measurable gains in one or more of the following: basic skills, work readiness/work maturity skills and literacy and numeracy.
- **Youth, ages 18-24**—services to Out-of-School Youth shall include activities that assist the youth in completing secondary education and prepare for post-secondary and/or employment leading to self-sufficiency, enrolling in occupational skills training and completing and attaining a credential. Youth must achieve measurable gains in one or more of the following: basic skills, work readiness/work maturity skills, and literacy and numeracy.

D. The youth participant may be characterized by a series of risk factors that are identified as local priorities such as youth with serious personal or family problems that affect their ability to function well, including: youth aging out of foster care, youth who are violence of domestic violence, neglect, abuse or incest; youth with substance abuse problems; youth who have gotten involved in gang-related activity and/or been involved with the juvenile justice system; youth who are pregnant or teenage parents; youth who are trying to cope with serious family economic problems or pressure to get a job; and youth who have serious personal or family problems that suicide prevention or other crisis intervention activities appear to be needed.

VI. YOUTH PROGRAM ELIGIBILITY

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

All youth must be certified as eligible prior to being allowed to commence any activities under WIOA funded program(s). The eligible participant must meet all of the following eligibility elements before participation takes place:

1. An eligibility determination
2. The provision of an objective assessment
3. Development of an Individual Service Strategy; and
4. Participation in any of the 14 youth program elements

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

- (a) Not attending any school (as defined under State law);
- (b) Not younger than age 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and
- (c) In compliance with the Selective Service Act (only males 18+);
- (d) One or more of the following:
 - 1. A school dropout;
 - 2. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters. In cases where schools do not use quarters, local programs must use calendar year quarters;
 - 3. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
 - 4. An offender;
 - 5. A homeless individual aged 16 to 24 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth aged 16 to 24 who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)) or a runaway;
 - 6. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - 7. An individual who is pregnant or parenting;
 - 8. An individual with a disability; or
 - 9. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.
 - This criteria is capped at five percent (5%) exception of OSY for Low-Income Eligibility for all newly enrolled in a program year and must be approved, in writing, on a case-by-case basis by the SFWIB's Youth Staff.
 - Youth who has one or more of the following characteristics:
 - Has not enrolled in any Secondary or GED course or its equivalency, or Postsecondary school or entered a career path or occupational skills training within the last year or more since dropped out of secondary school or completion of secondary school to include lack of employment or history of employment with earnings below self-sufficiency.
 - Has dropped out of postsecondary school and is documented by school records
 - Has never held a full time job (30hrs or more in week) for more than 6 months (applies to 18 or older only)
 - A youth who lives in a Section-8 apartment or facility and /or the household unit receives Welfare or Cash assistance
 - A youth who has currently or formerly had one or both parents incarcerated
 - A youth who has been referred by a correctional facility, or by homeless shelter, or by an agency that treats substance abuse and/or mental health related illnesses

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

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

A. Youth High Poverty Areas (HPA) Recruitment

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

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

In accordance with Title 20 CFR, Part V Subpart B—Eligibility for Youth Services - 681.250 the following barriers to employment are required to be low-income:

- a. **§681.250 –**
 - (a) For OSY, only those youth who are the recipient of a secondary school diploma or its recognized equivalent and are either basic skills deficient or an English language learner, and youth who require additional assistance to enter or complete an educational program or to secure or hold employment, must be low-income. All other OSY meeting OSY eligibility under § 681.210(c)(1), (2), (4), (5), (6), (7), and (8) are not required to be low-income.
 - (c) WIOA allows a low-income exception where five percent of WIOA youth may be participants who ordinarily would be required to be low-income for eligibility purposes and meet all other eligibility criteria for WIOA youth except the low-income criteria. A program must calculate the five percent based on the percent of newly enrolled youth in the local area's WIOA youth program in a given program year who would ordinarily be required to meet the low-income criteria.

B. TANF (applicable if TANF funding is allocated)

Under TANF a “family” as defined for the use of TANF funds, must include a pregnant individual or a parent with one or more minor children or a caretaker with one or more minor children. Note: Minor child means a child living at home with the parent or caretaker, or under nineteen years of age if the child is a full-time student in a secondary school or at the equivalent level of vocational or technical training and does not include anyone who is married or divorced. TANF eligible families can be:

1. Applicants (which means that they are applying to receive cash assistance);
2. Current participants (which means they are currently receiving cash assistance);
3. Former participants and currently earning up to 200% of the poverty level;
4. Eligible families who have never been on cash assistance are TANF eligible as described above and are earning up to 200% of the poverty level; or
5. A non-custodial parent of a child who is TANF eligible.

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

- ✓ **Purpose 1-**To “provide assistance to needy families so that the children may be cared for in their homes or in the homes of relatives.” This might be applicable when a youth program might prevent a child’s removal from home by keeping the child in school and preventing disruptive behavior, or when a program helps a young parent keep his or her children at home.
- ✓ **Purpose 2-**Intended to “end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.” This could apply where the youth program (such as an after-school or summer program) provides a supportive service, such as childcare, that enables the parents of its participants to work or prepare for work.
- ✓ **Purpose 3-**Intended to “prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies.” This could apply where a youth program: assists youth to stay in school; supervises youth in after school activities; assists to

increase the youths' motivation and self-esteem; and/or assists with the prevention and reduction of out-of-wedlock teen pregnancies. Many types of youth programs can be supported under this purpose.

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

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

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

C. “An individual who requires additional assistance to enter, or to complete an educational program, or to secure and hold employment” is defined by CareerSource South Florida as a youth who meets ONE or MORE of the following criteria:

To qualify as someone who “Requires Additional Assistance” for the WIOA Title I Youth program, individuals must meet one or more conditions (youth eligibility barriers) listed in WIOA sec. 129(a)(1)(B)(iii) for OSY:

D. Determining Additional Assistance for OSY Only

1. Has not enrolled in any Secondary or GED course or its equivalency, or Postsecondary school or entered a career path or occupational skills training within the last year or more since dropped out of secondary school or completion of secondary school to include lack of employment or history of employment with earnings below self-sufficiency.
2. Has dropped out of postsecondary school and is documented by school records
3. Has never held a full time job (30hrs or more in week) for more than 6 months (applies to 18 or older only)
4. A youth who lives in public housing and household unit receives welfare or Cash assistance
5. A youth who has currently or formerly had one or both parents incarcerated
6. A youth who has been referred by a correctional facility, or by homeless shelter, or by an agency that treats substance abuse

E. Five-Percent Exception for Low-Income Eligibility: (ISY AND OSY)

WIOA allows a low-income exception where five percent of WIOA youth may be participants who ordinarily would be required to be low-income for eligibility purposes and meet all other eligibility criteria for WIOA youth except low-income criteria. The program administrator must calculate the five percent based on the percent of newly enrolled youth in the local area’s WIOA youth program in a given program year who would ordinarily be required to meet low-income criteria.

The 5 percent “limitation” criterion only applies to the ISY youth who need additional assistance; whereas the 5 percent exception criterion applies to ISY and OSY who do not meet low-income criteria;

VII. PROGRAMMATIC RECORDS

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

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

- Proof of family members living in the household
 - Proof of address
 - Proof of age
 - Proof of residency/citizenship/work authorization
 - Selective service (if applicable)
 - Risk factors for youth
 - School documentation
 - WIOA Application/Intake Application Form
 - TANF Eligibility Form
 - ISS Plan
 - Pre and Post Academic Tests (TABE Test)
 - Assessment results
 - Acknowledgement of Grievance Procedures
 - Signed copy of Grievance Procedures
 - I-9 Employment Verification Form
 - Participant Verification Checklist
 - Work Assignment Form
 - Job Description
 - Case Management/Counseling Logs
 - Worksite Evaluation Forms
 - Worksite Maturity Evaluation Forms
 - Work readiness/employability documentation (pre- and post-tests)
 - Emergency medical information
 - Parent Consent Form
 - Parent/Guardian Signature/Approval Form (if applicable)
 - Parental Consent Form for Background Screening (if applicable)
 - Authorization to Obtain Confidential Information Form
 - Follow-up documentation
 - Goals set and attainments achieved
 - Status changes/activity changes (for transfers)
 - Documentation of attained credentials
 - Program exit documentation
 - Incentive(s)
 - Referrals
 - ITA training related documentation (grades reports, book vouchers, Training Plan, PELL grant, Training Option Guide, attendance logs, class schedules, Rights & Responsibilities)
 - Twelve (12) month follow-up documentation
 - Other documents related to program activities completed by the participant
 - Other information needed to document eligibility, participation, progress and results
2. The SFWIB shall provide the Contractor with a set of programmatic forms that include, but are not limited to:
- Intake Application
 - Verification Check List
 - I-9 Employment Form
 - Parent Consent Forms
 - Emergency Medical Form
 - Acknowledgement of Grievance Procedures
 - Incident/Injury Report Form
 - Worksite Agreement
 - Participant Sign-In and Out Logs
 - Participant and Supervisor Grievance Procedures

- Supervisor Interview Questionnaire
- Participant Interview Questionnaire

3. Transferred Participants: Upon receipt of transferred OSY Program participant files, the Contractor shall perform and complete the required service delivery to those participants who remain active in the OSY Program and follow-up services for those youth participant files that are closed.

B. Data Entry: The Contractor shall be responsible for entering data in EMD/EM and the Workforce Management System (WFMS), if applicable, as required by the SFWIB. To track system data and performance on an ongoing basis, the Contractor shall enter participant information in EMD/EM in real time. Information pertaining to enrollment must be entered in EMD/EM within ten (10) days' of eligibility determination. All participant data, which details youth registration/enrollment, assessment, case management, program services, program activities, program exits, skill/credential attainments and follow-up services must be entered in EMD/EM.

VIII. PROGRAM OUTCOMES

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

- Engaging, re-engaging and motivating the youth in educational and career development processes leading to high school graduation, college admissions and improved career knowledge and prospects; and
- Introducing a comprehensive, highly integrated program model that balances substantive educational, training, and employment components suitable to youth with different backgrounds, capabilities and expectations.
- Before a youth can be exited from the OSY program written authorization must be given by the SFWIB prior to exiting.
- The request shall be submitted in writing and provide an explanation of the reason for the exit. Requests with multiple exits must also provide a plan to mitigate any potential negative impact on the SFWIB's performance.
- If the contractor exits a youth case without prior written authorization, the SFWIB shall apply a financial consequence of \$1,000.00 per occurrence.
- Failure to obtain prior written approval from the SFWIB to exit participants from the funded program shall constitute a breach of this Contract and shall result in a deduction as specified above and may result in de-obligation of current funds or non-consideration for future funding.

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

IX. WORK ACTIVITIES DESCRIPTION AND REQUIREMENTS

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

A. Year-Round Activities

In order to provide work activities to the maximum number of youth participants. The youth can only participate in one work activity per program year.

1. Year-Round Pay, Wage Rate and Work Hours

- Youth participants' (ages 16-24) compensation must be no less than the Florida minimum hourly wage rate and involvement in year-round work activities cannot exceed twenty-five (25) hours per week or up to a total of 240 hours for the program year unless authorized by CSSF. A total of twenty (20) hours must include work readiness/employability skills training and life skills training (the twenty (20) hours are inclusive in the maximum 240 allotted hours).

B. Payroll

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

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

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

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

B. Contractor Worksite Responsibilities

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

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

C. Employer Worksite Responsibilities

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

1. Assigning a designated adult supervisor/alternate supervisor at each worksite throughout the youth's job assignment.
2. Maintaining time and attendance records of all youth.
3. Developing job descriptions related to the youth's job tasks.
4. Reporting any and all instances where youth are injured at the worksite immediately to the program case manager.
5. Ensuring a safe and sanitary working environment to include Personal Protective Equipment (PPE).
6. Completing and signing the Worksite Agreement.
7. Agreeing to comply with all provisions of the youth employment program and Worksite Agreement.

8. Providing adequate workspace and equipment for the youth.
9. Providing trained full time adult supervision while the youth is at the worksite.
10. Providing an orientation to all youth on the first day of work, which shall include job assignments, job descriptions, responsibilities, employer information, sign-in/out procedures, etc.
11. Ensuring that youth are supervised at all times and provide daily guidance and adequate supervision at all times.
12. Ensuring that all designated supervisors and alternate supervisors participate in a supervisory training prior to the work program start date.

D. Worksite Restrictions

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

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

E. Program Staff:

- A. The SFWIB shall conduct regular evaluations of the Contractor's staff members to assess their adequate performance, adherence to established standards, and achievement of objectives of program requirements. In the event that the SFWIB identifies staff members who consistently fail to meet program performance expectations or demonstrate inadequate program performance, the SFWIB may issue a reasonable recommendation to the Contractor for the removal of such staff member(s) from the program. The SFWIB's recommendation shall be based on the program objective performance evaluations and shall clearly identify the reasons for the recommendation.
- B. Upon receiving the SFWIB recommendation of staff removal from program, the Contractor shall review the information provided and consider the merits of the recommendation. The Contractor shall conduct an internal review or investigation, if deemed necessary, to assess the accuracy and validity of the concerns raised in the recommendation. The Contractor shall provide a written response to the SFWIB within a reasonable timeframe, indicating the action taken or proposed action in response to the recommendation.

X. QUALITY ASSURANCE (QA)

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

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

1. As part of the QA process, the Contractor shall:

- a. Ensure staff collaborates with the SFWIB's staff;
- b. Ensure staff: is trained; implements concepts learned in training and from technical assistance; and conducts ongoing system and desk reviews to ensure policies and procedures are being followed and information systems and case files are properly updated and documented;
- c. Conduct monthly Supervisory QA Reviews, as set forth in **Exhibit E, Reporting Requirements**, of ten percent (10%) or twenty-five (25) cases (whichever is less) of all Youth Programs with activities during the review period. These reviews shall be assessed and approved by the Program Director;
- d. Use the approved QA Monitoring Tools to complete the required monthly Supervisory QA Reviews. The monitoring tools are updated and maintained on the SFWIB intranet, under Required Reports in the Monitoring Tool Template folder. Alternatively, the Contractor can refer to the following URL for access:
<http://intranet:18112/sites/intranet/requiredReports>
If the monitoring tools cannot be accessed, the Contractor's staff shall contact the Office of Continuous Improvement (OCI) QA Coordinator and request an electronic copy of the approved QA Monitoring Tools;
- e. Review and analyze a selected sample of participants' files;
- f. Review, examine, and assess qualitative and quantitative system participant data;
- g. Compare the previous SFWIB monitoring report to determine the extent to which the concerns have been addressed, if applicable;
- h. Review participant eligibility for program services;
- i. Review supporting documentation maintained in the participant's case file;
- j. Review, examine, and assess of the quality and the quantity of the services provided;
- k. Systematically approach/review caseload per Career Advisor ratio; and
- l. Monitor and adhere to Equal Employment Opportunity (EEO) requirements.

2. The SFWIB QA Strategy involves the following multi-layer process:

- a. At the conclusion of the case file review, the SFWIB will discuss the findings with the Contractor's staff and provide a copy of the completed review tool instrument. The discussion will include the strengths and deficiencies found in the review. The Contractor's Program Director will be provided an electronic copy of the entire completed review tool.
- b. The Contractor shall be required to submit a Plan of Corrective Action (POCA) within **ten (10) business days** from the receipt of the QA Report if Contractor does not meet the stipulated **three percent (3%) or less error rate**. In order to complete the QA file review process, the Contractor shall be required to submit supporting documentation for all deficiencies noted, regardless of the error rate.
- c. The final QA Monitoring report, which is completed annually, will count towards the **CSSF Specifications for Out-of-School Youth Program Balanced Scorecard Report (Attachment 1 of Exhibit D-Payment for Performance)** Error Rate Performance Measure.
- d. Failure to submit an acceptable POCA and/or failure to comply with previously accepted POCA measures may result in Contractor's placement on a Performance Improvement Plan (PIP), which will require the Contractor to submit weekly QA updates to the SFWIB's staff. The specific content required in the weekly updates will be presented in a formal PIP letter. The weekly updates will provide the SFWIB with confirmation that Contractor's staff is making every effort to follow federal, state and local policies, while minimizing errors and preventing deficiencies.
- e. If the Contractor is on a PIP, the SFWIB's staff will conduct a follow-up review (file and/or system) and provide a QA Report in order to identify training, provide technical assistance and conduct follow-up

reviews to ensure that policies and procedures are correctly implemented within 90 days of the PIP's issuance.

- f.** If at any time the SFWIB identifies a deficiency, the Contractor may be subject to a PIP. The PIP includes, but is not limited to: setting up an ongoing schedule to review, on-site QA reviews, provision of written and/or on-site technical assistance to Contractor for improvement until the errors identified have been corrected and an acceptable level of improvement has been demonstrated in the QA process and/or demonstration of reduction in the error rate. It is the Contractor's responsibility to implement best practices, develop corrective actions plans, and correct and prevent deficiencies.
- g.** Failure to demonstrate compliance with the PIP during the specified timeframe may result in an extension of the PIP or a breach of contract as determined by the SFWIB's staff.

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Out-of-School Youth Program Balanced Scorecard Report Specifications

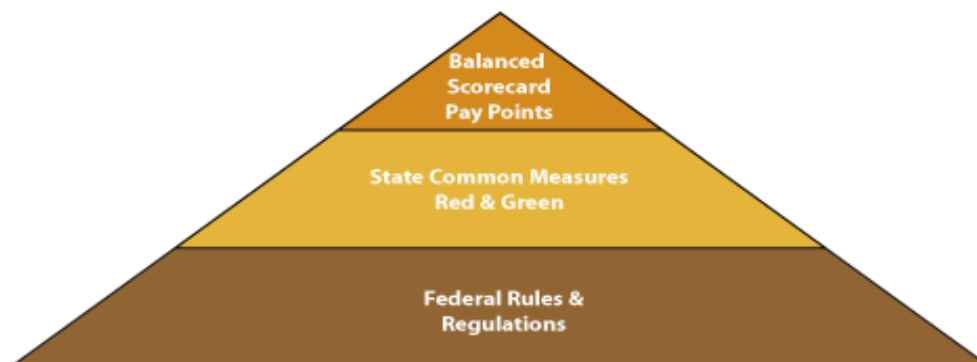
Date updated: July 1, 2023

I. Purpose

The purpose of the 2023-2024 South Florida Workforce Investment Board (SFWIB) Balanced Scorecard 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 is a performance measure system that is also used as a payment structure to improve employment opportunities for all jobseekers and increase businesses' competitive advantage in a global economy.

The Balanced Scorecard acts as a measurement system, strategic management system, and communication tool. It provides a compass for resource allocation to SFWIB Contractors by sorting and prioritizing dozens of state and federal mandates. It simplifies the complex and perplexing Workforce performance system which in turn enhances Contractors' to allocate human capital and financial resources in areas that shall collectively benefit Workforce Area 23's performance.

The SFWIB's performance structure is derived from the local, state and federal mandated measures. The comprehensive multilevel performance measures system was used to distinguish the organization's goals and define the Balanced Scorecard measures. This system shall assist the Region in exceeding performance and serving all participants. The graph below illustrates the vertical integration of the multilevel performance measures system.



In the past, the workforce service delivery system has been consistently bombarded with sophisticated methods and techniques used to evaluate performance. Inadvertently, the Workforce service delivery system's focus was diverted from the most basic goals such as employment outcome and self-sufficiency. This document describes the report selection criteria, the reporting elements, and logic that will be used to obtain the different reporting elements. It is organized in three sections: Required Quarterly Measures, Required Annual Measures and Additional Performance Measures.

I. Report Methodology

Listed below are the SFWIB' s methodologies used to define and calculate the performance accountability requirements for Area 23. Data will be obtained from the Employ Miami-Dade (EMD)/Employ Monroe (EM) and Workforce Management System (WFMS) data warehouse and computed using the following listed methodologies.

Please refer to the table below for abbreviations used throughout this document.

Acronyms	Systems	Programs
EMD/EM	Employ Miami-Dade/Employ Monroe	The Workforce Innovation and Opportunity Act (WIOA) Youth
WFMS	Workforce Management System	All Youth Programs

Definition	
Global Exclusion -	Participants may be excluded from the Primary Indicators of Performance Measures, at the time of closure, for any of the following global exclusions that precludes the participant from entering employment or participating in services <ol style="list-style-type: none">1. Institutionalized;2. Health/Medical;3. Deceased;4. Reservist called to Active Duty;5. Foster Care (WIOA Youth Only); The participant is in the foster care system, as defined in 45 CFR 1355.20(a) and exits the program because the participant has moved from the local workforce development area as part of such a program or system.

ANY MEASURE CONTAINING NO DATA WILL BE CONSIDERED NOT MET AND WILL NOT BE EARNED/PAID.

II. Report Details

Data will be obtained from the WFMS, EMD, and EM data warehouse. The state' s data warehouse is downloaded nightly into the local data warehouse. As per user specifications, the following methodology was defined:

A. Required Quarterly Measures (95% Payment) - Quarterly Per Contractor

1.) Number of New Enrollments

Methodology

The measure consists of all OSY 16-24 newly enrolled between July 1, 2023 and March 31, 2024.

Data Source

The data for this measure is collected and analyzed using the EMD and EM system.

1a.) This data is found in the programs section in EMD/EM under the WIOA section and is identified as the participation date.

2.) Barriers to Employment

Methodology

This measure consists of all Youth participants who have barriers that are considered "Hard to serve". For this measure, multiple barriers may exist and can be counted towards the total enrollment goal. In addition, there are a total of five categories of barriers (including the general population). Of the five categories, four are prioritized

and must be served. A portion of new youth enrollments must have at least one of the following barriers to employment during this reporting period:

- Youth Offender
- Homeless, Runaway or Foster Youth
- Pregnant or Parenting Youth
- Disabled Youth

These four categories will have pre-determined goals and represent a portion of the total new enrollment goal. Youth that have more than one barrier that includes one of the four prioritized “Hard to serve” barriers will be placed in one of the four prioritized categories until the required enrollment goal is met. Once the goal is met for the prioritized category, all other youth may fall into the general enrollment category. For enrollment purposes, participants cannot be counted more than once for a priority barrier and a general enrollment.

Data Source

The data for this measure is found in the EMD and EM.

2a.) This data can be found in EMD/EM in the programs section under the WIOA complete application barrier section.

1) Measureable Skills Gain

The MSG performance indicator is 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 credential or employment during a program year. The performance indicator for MSG is calculated by dividing the total number of the participants in the numerator by the total number of participants in the denominator. This performance will be measured at 90%.

- Of all participants listed in the denominator, those who during the reporting program year achieved a measurable skill gains based on attainment of at least one type of MSG, Recognized Credential, Skills Progression, Educational Functioning Level, or Training Milestone.

Numerator

Denominator

- Divided by all participants currently still enrolled in an education or training program leading to a recognized post/secondary credential or employment; except those that exited for specified reasons in the “Global Exclusion”. This includes participants who do not exit the program and continue to receive services beyond the end of the program year, as well as those who have exited the program by the end of the program year.

Data Source

The data for this measure is collected and analyzed using the EMD and EM system and are identified by the activity codes listed below and can be found in the programs section under the WIOA measurable skills gain section.

3a.) Measurable Skills Gain Activity Codes:

- **415- Enrolled in Alternative Secondary Education**
- **416- Occupational Skill Training - Customized Training - Approved Provider**

- 418- Adult Education (GED)
- 422- Education Concurrently with Workforce Preparation-Youth
- 423- Pre-Apprenticeship - Customized Training
- 424- Registered Apprenticeship - Customized Training
- 430- Occupational Skills Training - Customized Training - Non-Approved Provider
- 431- Alternate Secondary School Service
- 439- Post-secondary Educations During Participation-Youth

4) Title I OSY Youth Education and Employment Rate-1st Quarter After Exit

Methodology

Title I OSY Youth Education and Employment Rate-1st Quarter After Exit reflects the percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the first quarter after exit from the program. This performance will be measured at 90%.

- The number of Title I Youth program participants who exited during the reporting period who are found to be employed, either through direct UI wage record match, Federal or military employment records, or supplemental wage information, OR found to be enrolled in secondary education, postsecondary education, or occupational skills training (including advanced training) in the first quarter after the exit quarter.

- Divided by the number of Title I Youth program participants who exited the program during the reporting period.

Data Source

This data is collected and analyzed during the follow-up process and can be found in the follow tab in the WIOA program section in EMD/EM after a participant has been EXITED.

4a.) This data can be found in EMD/EM in the programs section under the WIOA 1st Quarter follow up section.

5.) Title I OSY Education and Employment Rate- 2nd Quarter After Exit

Methodology

This measure is the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program. This performance will be measured at 90%.

- The number of Title I OSY Program participants who exited the program during the reporting period who are found to be employed, either through direct UI wage record match, Federal or military employment records, or supplemental wage information, OR found to be enrolled in secondary education, postsecondary education, or occupational skills training (including advanced training) in the second quarter after the exit quarter.

- Divided by the number of Title I OSY Program participants who exited the program during the reporting period.

Data Source

This data is collected and analyzed during the follow-up process and can be found in the follow tab in the WIOA program section in EMD/EM after a participant has been EXITED.

5a.) This data can be found in EMD/EM in the programs section under the WIOA 2nd Quarter follow up section.

6) Title I OSY Youth Education and Employment Rate-3rd Quarter After Exit

Methodology

Title I Youth Education and Employment Rate-3rd Quarter After Exit reflects the percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the third quarter after exit from the program. This performance will be measured at 90%.

- The number of Title I Youth program participants who exited during the reporting period who are found to be employed, either through direct UI wage record match, Federal or military employment records, or supplemental wage information, OR found to be enrolled in secondary education, postsecondary education, or occupational skills training (including advanced training) in the third quarter after the exit quarter.

- Divided by the number of Title I Youth program participants who exited the program during the reporting period.

Data Source

This data is collected and analyzed during the follow-up process and can be found in the follow tab in the WIOA program section in EMD/EM after a participant has been EXITED.

6a.) This data can be found in EMD/EM in the programs section under the WIOA 3rd Quarter follow up section.

7) Title I Education and Employment Rate- 4th Quarter After Exit

Methodology

This measure is the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program. This performance will be measured at 90%.

- The number of Title I OSY Program participants who exited the program during the reporting period who are found to be employed, either through direct UI wage record match, Federal or military employment records, or supplemental wage information, OR found to be enrolled in secondary education, postsecondary education, or occupational skills training (including advanced training) in the fourth quarter after the exit quarter.

- Divided by the number of Title I OSY Program participants who exited the program during the reporting period.

Data Source

This data is collected and analyzed during the follow-up process and can be found in the follow tab in the WIOA program section in EMD/EM after a participant has been EXITED.

7a.) This data can be found in EMD/EM in the programs section under the WIOA 4th Quarter follow up section.

8) Median Earnings- 2nd Quarter after exit

Methodology

This measure is the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program, as established through direct UI wage record match, Federal, military employment records, or supplemental wage information. This performance will be measured at 85%.

- The total quarterly earnings, for all participants employed in the second quarter after exit, are collected by either direct wage record match or supplemental wage information. The collected quarterly wage information values are listed in order, from the lowest to the highest value. The value in the middle of this list is the median earnings value, where there is the same quantity of numbers above the median number as there is below the median number.

Data Source

The data for this measure is collected and analyzed by either direct wage record match or supplemental wage information after the participant has EXITED.

8a.) The Median Earnings- 2nd Quarter after EXIT is:

- \$3,500

1) Credential Attainment

Credential Attainment reflects the percentage of participants enrolled in an education or training program (excluding those in OJT and customized training) who attained a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. This performance will be measured at 90%.

- The number of participants who exited during the reporting period who obtained a recognized postsecondary credential during the program or within one year after exit OR those who were in a secondary education program and obtained a secondary school diploma or its recognized equivalent during the program or within one year after exit and were also employed, or in an education or training program leading to a recognized postsecondary credential within one year after exit.

Numerator

Denominator

- Divided by the number of participants enrolled in an education or training program (excluding those in OJT and customized training) who exited during the reporting period.

Data Source

The data for this measure is collected and analyzed using the EMD/EM system.

1a.) This data can be found in EMD/EM in the programs section under the WIOA credential attainment section.

1.) WIOA Follow-Up (Quarterly not a pay point)

Methodology

This measure consists of the total number of WIOA OSY follow-up completed divided by the number of all WIOA OSY # with follow-up due during the quarter. This performance is measured at 100%.

- The total # number of all WIOA OSY follow-up completed.
- $\frac{\text{The total \# number of all WIOA OSY follow-up completed.}}{\text{Divided by the \# of WIOA OSY with follow-up due during the quarter.}}$

Data Source

The data for this measure is found in EMD/EM after a participant has been exited.

1a.) This data can be found in EMD/EM in the programs section under the WIOA follow-up section.

2) PWE Enrollments

Methodology

Paid Work Experience (PWE) enrollments are the total number of participants that are enrolled in a PWE activity within the current reporting period.

Data Source

The data for this measure is collected and analyzed using the EMD/EM system.

2a.) This data can be found in EMD/EM in the programs section within the WIOA activity table under activity code 425.

3) Employment (Obtained, Direct, Post-Secondary & Training not a pay point)

Methodology

Employment (Obtained, Direct, Post-Secondary & Training) reflects the total number of Obtained, Direct Job Placements (DJP) Post-Secondary & Training in EMD/EM during the reporting period.

Data Source

The data for this measure is collected and analyzed using the EMD/EM system

3a.) This data can be found in EMD/EM in the programs section within the WIOA:

- "Add Employment Tab"

- “Follow-ups Tab” All Quarters

B. Required Annual Measures (5% Payment) - Annually per Contractor

2) WIOA Error Rate (Annually)

Methodology

WIOA Error Rate (Annually) reflects the Quality Assurance (QA) Data Validation reviews performed by the QA unit during the Program Year for all WIOA Contractors. This performance is measured annually at 3% or less.

Data Source

The data will be obtained from the File Review and/or the System Review Tool (OCI/QA).

Modified Payment Provisions Table

CUBAN AMERICAN NATIONAL COUNCIL, INC.										
OUT-OF-SCHOOL YOUTH PROGRAM (OSY)-PY'2023-2024										
Performance Payment Holdback-10%										\$ 32,944
Measure	Standard	Pay Point %	Minimum per Quarter	Payment at Risk July -Dec 2023	Actual Performance	Payment Earned July - Dec 2023	Payment at Risk Jan - Mar 2024	Actual Performance	Payment Earned Jan - Mar 2024	Total
Quarterly (95%)				66.66%			33.34%			
Active Case Load (7/1/2022-6/30/2023)	45									
Number of New Enrollments [General Population]	19	3%	6	\$ 659		\$ -	\$ 330		\$ -	\$ -
Number of New Enrollments [Youth Offender]	2	3%	1	\$ 659		\$ -	\$ 330		\$ -	\$ -
Number of New Enrollments [Homeless/Runaway/Foster care]	2	3%	1	\$ 659		\$ -	\$ 330		\$ -	\$ -
Number of New Enrollments [Pregnant or Parenting]	2	3%	1	\$ 659		\$ -	\$ 330		\$ -	\$ -
Number of New Enrollments [Disability]	2	3%	1	\$ 659		\$ -	\$ 330		\$ -	\$ -
Measurable Skills Gains	90%	10%		\$ 2,196		\$ -	\$ 1,098		\$ -	\$ -
Credential Attainment	90%	15%		\$ 3,294		\$ -	\$ 1,648		\$ -	\$ -
Median Earnings-2nd Quarter After Exit	90%	5%		\$ 1,098		\$ -	\$ 549		\$ -	\$ -
Title I Youth Education and Employment Rate-2nd Quarter After Exit	90%	25%		\$ 5,490		\$ -	\$ 2,746		\$ -	\$ -
Title I Youth Education and Employment Rate-4th Quarter After Exit	90%	25%		\$ 5,490		\$ -	\$ 2,746		\$ -	\$ -
Quarterly Performance Payment		95%		\$ 20,863		\$ -	\$ 10,437		\$ -	\$ -
Measure	Standard	Pay Point %		Payment at Risk July -Dec 2023	Actual Performance	Payment Earned July - Dec 2023	Payment at Risk Jan - Mar 2024	Actual Performance	Payment Earned Jan - Mar 2024	Total
Annually (5%)										
Error Rate	3% or less	5%					\$ 1,644		\$ -	\$ -
		5%				\$ -	\$ 1,644			\$ -
Total Performance Payment		100%		\$ 20,863		\$ -	\$ 12,081		\$ -	\$ -

**PAYMENT FOR PERFORMANCE
OUT-OF-SCHOOL YOUTH
PY'2023-2024**

I. The Contractor shall be paid, barring disallowances, the full amount of the **monthly reimbursement** request based upon the **Cost Reimbursement** funding award amount. Performance incentives are based upon a **ten percent (10%) holdback**. These incentives shall be distributed to those Contractors who attain the performance specified in **Attachment 1-CSSF Specifications for Out-of-School Youth Program Balanced Scorecard Report** and **Attachment 2-Payment Provisions Table**.

A. The **ten (10%)** Performance Holdback amount is divided as follows:

- **Three percent (4%)** shall be utilized to pay staff incentives to both programmatic and administrative employees. No more than 10% of the three percent (4%) holdback may be used to pay administrative employee incentives.
- **Four percent (6%)** shall be utilized to pay for allowable operational costs to implement the program as set forth in **Exhibit A-Statement of Work** and **Exhibit AA-Program Design and Service Delivery**.
- The Performance Holdback amount shall be utilized to pay work experiences costs as set forth in **Article IV, Section M** of this Contract.
- Holdback shall only be paid when Contractor has met the required **25%** Work Experience expenditure, as set forth in **Article IV, Section M** of this Contract, for the YTD period in which the holdback is awarded.

B. The **Cost Reimbursement** funding award amount shall not be utilized to pay staff incentives.

C. Indirect Costs shall be applied to the **seven (10%)** Performance Holdback amount in the same manner as it is applied to the **Cost Reimbursement** funding award amount. In no event shall the administrative costs exceed **ten percent (10%)**, or the Indirect Cost Rate, whichever is less.

II. **Ninety-five percent (95%)** of the seven percent (**10%**) Performance Holdback Payment shall be based upon Individual Contractor performance quarterly, and **five percent (5%)** of the Performance Holdback Payment shall be based upon additional Individual Contractor Performance annually per program year (as specified in **Attachment 1-CSSF Specifications for Out-of-School Youth Program Balanced Scorecard Report** and **Attachment 2-Payment Provisions Table**), which shall be applied for PY'2022-2023 as follows:

A. Individual Contractor (IC) Quarterly Performance (95%)

IC Quarterly Performance shall be measured at the Contractor Level Quarterly for the performance indicator(s) defined in **Attachment 1-CSSF Specifications for Out-of-School Youth Program Balanced Scorecard Report**.

1. If the Individual Contractor meets the IC performance measures defined in **Attachment 1-CSSF Specifications for Out-of-School Youth Program Balanced Scorecard Report** and set forth in **Attachment 2-Payment Provisions Table**:

- The Contractor shall receive an **incentive payment** for the performance measures as set forth in **Attachment 2-Payment Provisions Table**.

- Individual Contractor shall meet the Required New Enrollments as stated in **Attachment 2-Payment Provisions Table** no later than March 31, 2024. Performance measure will be based on enrollments entered in the state data base as of March 31, 2024. If the IC meets the performance measures as set forth in **Attachment 2-Payment Provisions Table** Required New Enrollments, the allocated funds will be distributed after March 31, 2024.
- 2. If the Individual Contractor does not meet or the measure has no data for the IC Performance measures defined in **Attachment 1-CSSF Specifications for Out-of-School Youth Program Balanced Scorecard Report** and set forth in **Attachment 2- Payment Provisions Table**:
 - The Contractor shall **forfeit** an amount based upon the percentage of the performance measure that was not met for the incentive holdback as set forth in **Attachment 2- Payment Provisions Table**.

B. Individual Contractor (IC) Annual Performance (5%)

IC Annual Performance shall be measured annually for the performance indicator(s) defined in **Attachment 1-CSSF Specifications for Out-of-School Youth Program Balanced Scorecard Report**.

1. If the Individual Contractor meets the performance measures defined in **Attachment 1-CSSF Specifications for Out-of-School Youth Program Balanced Scorecard Report** and set forth in **Attachment 2-Payment Provisions Table**:
 - The Contractor shall receive an **incentive payment** for the performance measures as set forth in **Attachment 2-Payment Provisions Table**.
2. If the Individual Contractor does not meet or the measure has no data for the performance measures defined in **Attachment 1-CSSF Specifications for Out-of-School Youth Program Balanced Scorecard Report** and set forth in **Attachment 2-Payment Provisions Table**:
 - The Contractor shall **forfeit** an amount based upon the percentage of the performance measure that was not met for the incentive holdback as set forth in **Attachment 2- Payment Provisions Table**.
 - If the contractor exits a youth case without written authorization, SFWIB shall apply a financial consequence of \$1,000.00 per occurrence.
 - Failure to obtain prior written approval from the SFWIB to exit participants from the funded program shall constitute a breach of this Contract and shall result in a deduction as specified above and may result in de-obligation of current funds or non-consideration for future funding.

III. Periods of Performance Measurement

IC Quarter performance shall be measured **two times** during the following PY'2023-2024 periods:

- **July 1, 2023 to December 31, 2023**
- **January 1, 2024 to March 31, 2024**

IC Annual performance shall be measured **one time** during the following PY'2023-2024 periods:

- **July 1, 2023 to March 31, 2024**

IV. SFWIB reserves the right to make future funding decisions based upon the Contractor's individual performance by Contractor as set forth in Attachment 1- CSSF Specifications for Out-of-School Youth Program Balanced Scorecard Report and Attachment 2-Payment Provisions Table, attached hereto and incorporated herein.

**OUT-OF-SCHOOL YOUTH
REPORTING REQUIREMENTS
(JULY 1, 2023 THROUGH JUNE 30, 2024)**

Description	Due Date	Number of Copies (Electronic)	Submit to:
Self-Assessment Questionnaire	Not later than 30 days after Contract Execution.	1 (Electronic)	Office of Continuous Improvement (OCI)
Indirect Cost Rate	The lesser of thirty (30) days of Contract execution or along with the program budget.	1 (Electronic)	Finance
Cost Allocation Plan	The lesser of thirty (30) days of Contract execution or along with the program budget.	1 (Electronic)	Finance
Background Screening Affirmation/Acknowledgement Form	No later than ten (1) business days prior to employment, volunteerism, or performance of any work for any SFWIB-funded program.	1 (Original)	Quality Assurance
Procurement Requests	Not later than 60 days prior to Contract Termination.	1 (Original)	Contract Manager
Inventory Report	As set forth in written instructions from the SFWIB.	1 (Electronic)	Administration
Annual ETA Salary Cap Analysis Certification Form	March 1, 2024	1 (Original)	Finance
INTRANET REQUIRED REPORTS			
Staffing Roster/New Hire/Termination Report (Attachment 1)	10 th of each month	1 (Electronic)	Youth Programs
Supervisory Quality Assurance Case Reviews	10 th of each month	1 (Electronic)	Quality Assurance

BUDGET REVIEW

CONTRACTOR: Cuban American National Council, Inc.

TITLE: Out-of-School Youth Program (OSY) INDEX: 62302
(07/01/23 to 06/30/24)

CONTRACTS UNIT REVIEW

Contracts Manager Assigned: Fernando Odio Date Submitted: 9/18/23

PY'23-24 NEW Budget

OUT-OF-SCHOOL	WIOA YOUTH: 17.259
Cost Reimbursement Award	\$296,492.00
10% Incentives Holdback	\$ 32,944.00
Total Contract Amount	\$329,436.00

Comment(s): See Letter of Intent dated 6/29/23.

This Budget was reviewed for reasonable projection of expenditures by: Fernando Odio

Contracts Manager's/Administrator's Signature: Fernando Odio Date Signed: 11/27/23

- 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: Brandon Jentini 11/27/23
- 2. Reviewed for Support Services: Yuliana (Adjusted) 12/5/23 MIA (WIPIS Adjustment) 12/4/2023
- 3. Reviewed by Assistant Controller: [Signature] 12/5/23
- 4. Indirect Cost Rate/Cost Allocation Plan Budgeted costs verified by: [Signature]

Approved by Finance

5. Assistant Director's Signature: [Signature] Date Signed: 1/25/24

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

Comment(s): _____ Revised 06/11/20

BUDGET: PROJECTED PROGRAM COST

Agency Name: Cuban American National Council, Inc.
 Project Name: Out of School Youth Program
 Period: 07/01/2023 to 06/30/2024
 Programmatic Funds Awarded: \$299,491.69
 Funding Source: Out of School Youth

Position	Name	Bi-Weekly # of PP	Annual Salary	% Allocated to Budget	Total Salary Allocated to Budget	Cost Reimbursement Award		7% Incentives Holdback		TOTAL BUDGET	
						%	Amount	%	Amount	%	Amount
CSSF Program Supervisor	Jessica Buitrago (07/01/23 to 06/30/24)	26.0	57,324.80	75.0%	42,993.60	100.0%	42,993.60	100.0%	42,993.60	100.0%	42,993.60
Lead Career Planner	Odalis Mateo (07/01/23 to 07/14/23)	1.0	45,760.00	40.0%	704.00	100.0%	704.00	100.0%	704.00	100.0%	704.00
Career Planner	Daniela Chacin (07/24/23 to 09/29/23)	5.0	41,600.00	40.0%	3,200.00	100.0%	3,200.00	100.0%	3,200.00	100.0%	3,200.00
Career Planner	Daniela Chacin (09/30/23 to 06/30/24)	19.5	41,600.00	10.0%	3,120.00	100.0%	3,120.00	100.0%	3,120.00	100.0%	3,120.00
Career Planner	Ronald Umazor (07/01/23 to 06/30/24)	26.0	41,600.00	100.0%	41,600.00	100.0%	41,600.00	100.0%	41,600.00	100.0%	41,600.00
Career Planner	Jose Paredes (07/01/23 to 06/30/24)	26.0	41,600.00	70.0%	29,120.00	100.0%	29,120.00	100.0%	29,120.00	100.0%	29,120.00
MIS Specialist	Melissa Martinez (07/01/23 to 06/30/24)	26.0	37,440.00	100.0%	37,440.00	100.0%	37,440.00	100.0%	37,440.00	100.0%	37,440.00
Quality Assurance	Teresia Gonzalez (07/01/23 to 06/30/24)	26.0	39,520.00	70.0%	27,664.00	100.0%	27,664.00	100.0%	27,664.00	100.0%	27,664.00
5001 TOTAL FTE/Salaries			\$ 346,444.80	4.25	\$ 185,841.60	1.00	\$ 185,841.60	1.00	\$ 185,841.60	100%	\$ 185,841.60
Staff Incentives											
Staff Incentives					27,501.72	100.0%		100.0%	27,501.72	100%	27,501.72
FICA/MICA			7.65%		2,103.88	100.0%		100.0%	2,103.88	100%	2,103.88
Worker's Compensation			0.16%		44.00	100.0%		100.0%	44.00	100%	44.00
5604 TOTAL Staff Incentives					\$ 29,649.60		\$ 29,649.60		\$ 29,649.60		\$ 29,649.60
Fringe Benefits:											
Fica/Mica			7.65%		14,216.88	100.0%	14,216.88	100.0%	14,216.88	100%	14,216.88
Workman's Comp			0.16%		297.35	100.0%	297.35	100.0%	297.35	100%	297.35
Retirement				Annual Admin Fee: \$3,000	510.00	100.0%	510.00	100.0%	510.00	100%	510.00
Unemployment				UCI Rate: 2.85%	927.68	100.0%	927.68	100.0%	927.68	100%	927.68
Health/Dental Insurance				Monthly Cost per staff: \$370.00	3,330.00	100.0%	3,330.00	100.0%	3,330.00	100%	3,330.00
5054 TOTAL Fringe Benefits					\$ 19,281.90		\$ 19,281.90		\$ 19,281.90		\$ 19,281.90

BUDGET: PROJECTED PROGRAM COST

Agency Name: Cuban American National Council, Inc
 Project Name: Out of School Youth Program
 Period: 07/01/2023 to 06/30/2024
 Programmatic Funds Awarded: \$299,491.69
 Funding Source: Out of School Youth

Account Number	Position	Name	Bi-Weekly # of PP	Annual Salary	% Allocated to Budget	Annual Cost	Total Salary Allocated to Budget	Cost Reimbursement Award		7% Incentives Holdback		TOTAL BUDGET	
								%	Amount	%	Amount	%	Amount
5211	Space	Building Lease / Rent		16.39%	\$ 122,015.17	20,000.00	100.0%	✓ 20,000.00				100%	20,000.00
5216		Building Repair and Maintenance		13.33%	\$ 15,000.00	2,000.00	100.0%	✓ 2,000.00				100%	2,000.00
5603		Janitorial Services		16.97%	\$ 10,200.00	1,730.60	100.0%	✓ 1,730.60				100%	1,730.60
5227		Telephone (Including cell)		11.76%	\$ 20,078.51	2,361.00	100.0%	✓ 2,361.00				100%	2,361.00
5229		Internet Service		17.00%	\$ 10,680.00	1,815.60	100.0%	✓ 1,815.60				100%	1,815.60
5620		Water & Sewer		1.09%	\$ 5,858.20	64.00	100.0%	✓ 64.00				100%	64.00
5621		Pest Control		17.10%	\$ 1,080.00	184.68	100.0%	✓ 184.68				100%	184.68
5221	Supplies	Office and Computer Supplies		8.45%	\$ 30,000.00	2,536.15	100.0%	✓ 2,536.15				100%	2,536.15
5219		Printing		20.00%	\$ 5,000.00	1,000.00	100.0%	✓ 1,000.00				100%	1,000.00
5223		Postage		5.00%	\$ 1,000.00	50.00	100.0%	✓ 50.00				100%	50.00
5213	Equipment	Equipment Lease/Rent (Copiers)		15.27%	\$ 13,049.20	1,992.87	100.0%	✓ 1,992.87				100%	1,992.87
5215		Equipment Maintenance (Copiers & Network)		12.69%	\$ 36,099.15	4,582.16	100.0%	✓ 4,582.16				100%	4,582.16
5250	Insurance	General Liability Insurance		17.00%	\$ 16,052.00	2,728.84	100.0%	✓ 2,728.84				100%	2,728.84
5251		Automobile Insurance		17.00%	\$ 1,105.00	187.85	100.0%	✓ 187.85				100%	187.85
5252		Property Insurance (Commercial)		17.00%	\$ 2,140.00	363.80	100.0%	✓ 363.80				100%	363.80
5250		Professional Liability		17.00%	\$ 3,614.00	614.38	100.0%	✓ 614.38				100%	614.38
5253		Cyber Crime Insurance		17.00%	\$ 95.00	16.15	100.0%	✓ 16.15				100%	16.15
5254		Crime Insurance (Fidelity Bond)		17.00%	\$ 2,064.00	350.88	100.0%	✓ 350.88				100%	350.88
5256		Director's & Officers Insurance		17.00%	\$ 6,075.00	1,032.75	100.0%	✓ 1,032.75				100%	1,032.75
5230	Professional Services (list each)	Staff Background Screening (Incl. Drug Testing & Finger Printing)		16.00%	\$ 1,000.00	160.00	100.0%	✓ 160.00				100%	160.00
5237		Document Shredding Services - Client Files		25.97%	\$ 1,385.97	360.00	100.0%	✓ 360.00				100%	360.00
5207		The Work Number		71.43%	\$ 7,000.00	5,000.00	100.0%	✓ 5,000.00				100%	5,000.00
5231		Advertising		40.00%	\$ 5,000.00	2,000.00	100.0%	✓ 2,000.00				100%	2,000.00
5232		Licenses and Permits		9.09%	\$ 1,100.00	100.00	100.0%	✓ 100.00				100%	100.00
		TOTAL Operating Expenses				\$ 51,231.71		\$ 51,231.71		\$ -			\$ 51,231.71
5525	Participant Costs	Participant Training Materials and Supplies				2,500.00	100.0%	✓ 2,500.00				100%	2,500.00
5560	WFMS (Formerly SAMS) Allocations	WFMS-Support Services / Incentives				8,000.00	100.0%	✓ 8,000.00				100%	8,000.00
		TOTAL Participant Costs				\$ 10,500.00		\$ 10,500.00		\$ 299.49			\$ 10,500.00
	ATTRITION					5,409.59		✓ 5,409.59					5,709.08
		Total Program Budget				\$ 296,504.81		\$ 272,264.80		✓ 29,949.09			✓ 302,213.89

BUDGET: PROJECTED ADMINISTRATIVE COST

Agency Name: Cuban American National Council, Inc.
Project Name: Out of School Youth Program
Period: 07/01/2023 to 06/30/2024
Administrative Funds Awarded: \$ 29,944.31
Funding Source: Out of School Youth

	<u>%</u>	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	<u>Amount</u>
Allocation Base (Deminis Rate)		\$ 272,264.80		\$ 29,949.09		302,213.89 ✓

Less: Space Rental \$ (20,000.00) ✓
 Less: Equipment Rental \$ (1,992.87) ✓
 Less: Supportive Services (8,000.00) ✓

Modified Total Direct Costs \$ 242,271.93 \$ 29,949.09 \$ 272,221.02 ✓

Indirect Cost Rate: 10.00% ✓
 Attrition \$ 24,227.19 0.01 2,994.91 27,222.10 0.01

TOTAL ADMINISTRATIVE COST ✓ 24,227.20 ✓ 2,994.91 ✓ 27,222.11

BUDGET NARRATIVE - PROGRAM COST
 Cuban American National Council, Inc.
 PROJECT NAME: OUT OF SCHOOL YOUTH PRORAM
 PERIOD: 07/01/23 TO 06/30/24

GL#	LINE ITEM	LINE ITEM DESCRIPTION	ORIGINAL COST REIMBURSEMENT	ORIGINAL HOLDBACK	ORIGINAL Total Budget
SALARIES					
5001	CSSF Program Supervisor	Annual Gross Salary: \$57,324.80 (07/01/23 to 06/30/24) Time charged to this program: 75% Responsible for supervision of program staff, prepares monthly work plans. Liaison between agency and educational institutions and employers to provide internships to the participants.	42,993.60		42,993.60
	Lead Career Planner	Annual Gross Salary: \$45,760 (07/01/23 to 07/14/23 - Only allocating \$704) Time charged to this program: 40% Counsels participants, maintains appropriate participant records, enters information into program's database. Monitors caseload of career counselors. Provides intervention and advocacy on behalf of the customers with the training agent and instructors.	704.00		704.00
	Career Planner	Annual Gross Salary: \$41,600 (07/24/23 to 09/29/23) Time charged to this program: 40% Annual Gross Salary: \$41,600 (09/30/23 to 06/30/24) Time charged to this program: 10% Counsels participants, maintains appropriate participant records, enters information into program's database. Monitors caseload of career counselors. Provides intervention and advocacy on behalf of the customers with the training agent and instructors.	6,320.00		6,320.00
	Career Planner	Annual Gross Salary: \$41,600 (09/30/23 to 06/30/24) Time charged to this program: 100% Counsels participants, maintains appropriate participant records, enters information into program's database. Monitors caseload of career counselors. Provides intervention and advocacy on behalf of the customers with the training agent and instructors.	41,600.00		41,600.00
	Career Planner	Annual Gross Salary: \$41,600 (07/01/23 to 06/30/24) Time charged to this program: 70% Counsels participants, maintains appropriate participant records, enters information into program's database. Monitors caseload of career counselors. Provides intervention and advocacy on behalf of the customers with the training agent and instructors.	29,120.00		29,120.00
	MIS Specialist	Annual Gross Salary: \$37,440 (07/01/23 to 06/30/24) Time charged to this program: 100% Helps maintain case up-to-date, updating information obtained by career planners and services provided to youth. Must be in continuous contact with youth participants and make necessary updates to ISS and EFMD databases.	37,440.00		37,440.00
	Quality Assurance	Annual Gross Salary: \$39,520 (10/01/22 to 06/30/23) Time charged to this program: 70% The Quality Assurance is responsible for the development of monitoring activities for the continuous improvement process and audit measures to ensure compliance with Contractual obligations, policies, procedures, and performance outcomes.	27,664.00		27,664.00
SALARIES TOTAL			185,841.60	-	185,841.60
STAFF INCENTIVES					
5604	Staff Incentives	Per Exhibit D of the Contract, three percent (3%) shall be utilized to pay staff incentives to both programmatic and administrative employees.		27,501.72	27,501.72
	FICA/MICA	Set by the Internal Revenue Service (IRS) at the current rate of 7.65% of total wages paid.		2,103.88	2,103.88
	Worker's Compensation	Set by the Worker's Compensation Liability Insurance, at the current rate of .0016 (.16%) of total wages paid.		44.00	44.00
	STAFF INCENTIVES TOTAL			-	29,649.60
FRINGE BENEFITS					
5054	Fica/Mica	Set by the Internal Revenue Service (IRS) at the current rate of 7.65% of total wages paid.	14,216.88	-	14,216.88
	Workman's Comp	Set by the Worker's Compensation Liability Insurance, at the current rate of .0016 (.16%) of total wages paid.	297.35	-	297.35
	Retirement	This is a fee incurred for providing a 401(k) retirement plan to employees who choose to voluntarily participate in a group plan. CNC DOES NOT match contributions made to this plan.	510.00	-	510.00
	Unemployment	Set by the Florida Department of Revenue at the current rate of 2.85% of the first \$7,000 of wages paid per employee per year. \$7,000 x FTE's x 2.85%.	927.68	-	927.68
	Health/Dental Insurance	Company pays \$370 per month for each Full Time participating employee for single coverage only for medical insurance. (Only employees electing to participate on health plan)	3,330.00	-	3,330.00
FRINGE BENEFITS TOTAL			19,281.90	-	19,281.90

BUDGET NARRATIVE - PROGRAM COST
 Cuban American National Council, Inc.
 PROJECT NAME: OUT OF SCHOOL YOUTH PRORAM
 PERIOD: 07/01/23 TO 06/30/24

GL#	LINE ITEM	LINE ITEM DESCRIPTION	ORIGINAL COST REIMBURSEMENT	ORIGINAL HOLDBACK	ORIGINAL Total Budget
OPERATING EXPENSES					
5211	Building Lease / Rent	Rental of office space to be used by program staff and clients, cost will fluctuate on a monthly basis according to agency's FTE, but estimated ANNUALIZED cost budgeted is an average of \$20,000 for approximately 1,949 sq.ft. for premises located at 1223 SW 4th Street, Miami, FL 33135. Cost estimated as \$1,666.67 monthly x 12 months = \$20,000 Space used by OSY includes the following areas: <u>Suite 326, Monthly Avg Cost: \$212.93</u> Server and Breakroom - Breakroom & Server Room: 851 sq.ft. x FTE <u>Suite 322A & 324A: Avg. Monthly Cost: \$1,236.99</u> - Youth Program Offices: 1,250 sq.ft x 81.90% = 1,118 sq.ft <u>Training RM. Avg Monthly Cost: \$216.75</u> - Training Room: 527 sq.ft x 18.73%= 149.84 sq.ft	20,000.00	-	20,000.00
5216	Building Repair and Maintenance	Maintenance and repairs of space rented to provide a safe zone to service the clients. These repairs include: A/C filters and A/C repairs, general office touchups, repairs from wear and tear, replacement of light bulbs, damaged lamps, damaged ceiling tiles, and any other building repair. Cost allocated to this program estimated at an average of \$167 monthly x 12 months; based on an agency annual cost of \$15,000 allocating 13.33% to the OSY Program. This cost is on "AS NEEDED" basis and it has been calculated on the average yearly cost for the past 12 months.	2,000.00	-	2,000.00
5217	Janitorial Services	Janitorial services provided to collect garbage daily from offices, clean offices, vacuum and mop, and sanitize to keep offices clean and safe. Average monthly cost of \$144.22. x 12 months = \$1731	1,730.60	-	1,730.60
5227	Telephone (including cell)	Mobile phone service to maintain program operational, cost will fluctuate on a monthly basis according to agency's FTE, but estimated annualized cost budgeted is an average of \$196.75 monthly representing 11.76%, calculated as follows: 1) Program Coordinator: \$50 allowance x 75% FTE X 12MONTHS = \$450 2) Lead Career Planner: \$30 allowance x 40% FTE X 1MONTHS = \$12 3) Career Planner: \$30 allowance x 40% FTE X 3MONTHS (JUL-SEP)= \$36 4) Career Planner: \$30 allowance x 10% X 9 MONTHS = \$27 5) Career Planner: \$30 allowance x 100% FTE X 12 MONTHS = \$360 9) Career Planner: \$30 allowance x 70% FTE X 12 MONTHS = \$252 10) Sway PC: Cost varies monthly, estimated at \$800 monthly for agency x corresponding monthly FTE = Approximately \$102 monthly x 12 months = \$1,224	2,361.00	-	2,361.00
5229	Internet Service	Internet connectivity for T1 speed, to provide connectivity to the program staff and clients to the internet. Cost estimated at an average of \$151.30 monthly, based on average annual cost of \$10680 agency wide x FTE for this program representing approximately 17% of the total cost.	1,815.60	-	1,815.60
5620	Water & Sewer	Water and Sewer use to maintain offices operational. Cost estimated at an average of \$16 quarterly, based on average annual cost of \$5858.20 agency wide x FTE for this program representing approximately 1.09% of the total cost.	64.00	-	64.00
5621	Pest Control	Pest Control and prevention services to maintain offices operational. Cost estimated at an average of \$15.39 monthly, based on average annual cost of \$1,080 agency wide x FTE for this program representing approximately 17.10% of the total cost.	184.68	-	184.68
5221	Office and Computer Supplies	Purchase of office supplies for program staff to maintain client records, Cost estimated at an average of \$634.04 quarterly. Representing 8.45% of total agency cost.	2,536.15	-	2,536.15
5219	Printing	Purchase of business cards, flyers and signs for program promotion and/or events. Cost estimated at an average of \$250 quarterly representing 20% of total agency cost.	1,000.00	-	1,000.00
5223	Postage	Purchase of stamps to send correspondence to clients and program related vendors. Includes shipping charges incurred from purchase of TABE Test Materials. Cost estimated at an average of \$12.50 quarterly representing 5% of total agency cost. **Includes Certified Mail for outreach efforts of transferred cases	50.00	-	50.00
5213	Equipment Lease/Rent (Copiers)	Rental of copier machines to be operated by Youth Out of School Program staff. Cost estimated based on monthly rental; agency wide cost x FTEs for this program representing approximately 15.27% of the total cost. CNC currently has 6 copier machines rented and 2 of these are used by this program. Estimated at \$166.07 monthly	1,992.87	-	1,992.87

BUDGET NARRATIVE - PROGRAM COST
Cuban American National Council, Inc.
PROJECT NAME: OUT OF SCHOOL YOUTH PRORAM
PERIOD: 07/01/23 TO 06/30/24

GL#	LINE ITEM	LINE ITEM DESCRIPTION	ORIGINAL COST REIMBURSEMENT	ORIGINAL HOLDBACK	ORIGINAL Total Budget
5215	Equipment Maintenance (Cpiers & Network)	1) Maintenance of network server, and computers used by the Youth Out-School program staff and clients, average of \$224.88 monthly, based on average monthly cost of \$1,334 agency wide x FTE for this program representing approximately 12.69% of the total cost. 2) Maintenance of copier machines used by the Youth Out-School program staff and clients, average of \$156.97 monthly, based on average monthly cost of \$958.26 agency wide x FTE for this program representing approximately 12.69% of the total cost.	4,582.16	-	4,582.16
5250	General Liability Insurance	General Liability insurance to protect organization and grantor in case of an accident or incident in the amount of \$1,000,000 each occurrence. Cost estimated at \$227.40 monthly, based on average annual cost of \$16052 agency wide x FTE for this program representing approximately 17% of the total cost.	2,728.84	-	2,728.84
5251	Automobile Insurance	Coverage includes non-owned automobile insurance to protect organization and grantor in the amount of \$100,000 for damages per occurrence. Cost estimated at \$15.65 monthly, based on average annual cost of \$1105 agency wide x FTE for this program representing approximately 17% of the total cost.	187.85	-	187.85
5252	Property Insurance (Commercial)	Coverage includes commercial liability insurance to protect organization and grantor in the amount of \$100,000 for damages per occurrence. Cost estimated at \$30.32 monthly, based on average annual cost of \$2140 agency wide x FTE for this program representing approximately 17% of the total cost.	363.80	-	363.80
5250	Professional Liability	Coverage includes Professional Liability to protect organization and grantor in case of Professional liability insurance helps cover you and your company if you make a mistake in your professional services. Cost estimated at \$51.20 monthly, based on average annual cost of \$3614 agency wide x FTE for this program representing approximately 17% of the total cost.	614.38	-	614.38
5253	Cyber Crime Insurance	Coverage includes Cyber Crime Insurance to protect against damages caused by electronic threats to computer systems or data, that may lead to the theft, damage or misuse of sensitive information or other vital technologies. Cost estimated at \$1.35 monthly, based on average annual cost of \$95 agency wide x FTE for this program representing approximately 17% of the total cost.	16.15	-	16.15
5254	Crime Insurance (Fidelity Bond)	Crime insurance to protect organization and grantor to manage the loss exposures resulting from criminal acts such as robbery, burglary and other forms of theft. Cost estimated at \$29.24 monthly, based on average annual cost of \$2064 agency wide x FTE for this program representing approximately 17% of the total cost.	350.88	-	350.88
5256	Director's & Officers Insurance	Director's and Officers insurance in the event of loss as a result of a legal action brought for alleged wrongful acts in their capacity as directors and officers insurance to protect organization and grantor. Cost estimated at \$86.06 monthly, based on average annual cost of \$6,075 agency wide x FTE for this program representing approximately 17% of the total cost.	1,032.75	-	1,032.75
5230	Staff Background Screening (incl. Drug Testing & Finger Printing)	Background checks required for staff members Level II from FBI, total cost of \$80 for 2 FTE's due to new staff hired this program year. Previous staff already has a background check valid for 5 years.	160.00	-	160.00
5237	Document Shredding Services - Client Files	Document shredding service to properly destroy old and obsolete refugee client files. Service quoted is for a company that will come to the CNC premises to destroy these documents. Approx. \$30 monthly	360.00	-	360.00
5207	The Work Number	Obtain work confirmations from The Work Number, as the sole approved employment verification company by SFW. Cost estimated at \$416.67 monthly, based on average annual cost of \$7,000 agency wide representing approximately 71.43% of the total cost.	5,000.00	-	5,000.00
5231	Advertising	Advertise program positions on job boards such as Indeed, or Zip Recruiter. Also advertise program services on Paid Social Media posts. Estimate of \$2000 annually	2,000.00	-	2,000.00
5232	Licenses and Permits	Process Annual licenses and permits for City of Miami, in order to maintain program offices functional. Estimated cost of \$100 annually.	100.00	-	100.00
5525	Participant Training Materials and Supplies	Purchase New TABE 11-12 Tests and TABE test supplies, including: Individual Diagnostic Profile, Locator Answer Documents, Locator Tests, Answer Booklets, Scoring Guide, Online Administration of Test, and shipping charges from Vendor to Program Office. Also purchase of materials and software for Basic Skills Deficiencies for students thru Aztec software and booklets, to increase Measurable Skills Gain.	2,500.00	-	2,500.00
5550	WFMS-Support Services / Incentives	Provide incentives to participants that accomplish successfully the completion of a program activity, such as training, seminars, workshops, or work experience activities, grades improvement, graduation, improved school attendance, etc. - Incentives to be provided to participants will range between \$25 to \$100 each, depending on activity receiving incentive.	8,000.00	-	8,000.00
OPERATING EXPENSES TOTAL			61,731.71	-	61,731.71
ATTRITION			5,409.59	299.49	5,709.08
TOTAL PROJECTED PROGRAM COST			272,264.80	29,949.09	302,213.89

BUDGET NARRATIVE - PROGRAM COST
 Cuban American National Council, Inc.
PROJECT NAME: OUT OF SCHOOL YOUTH PRORAM
PERIOD: 07/01/23 TO 06/30/24

GL#	LINE ITEM	LINE ITEM DESCRIPTION	ORIGINAL COST REIMBURSEMENT	ORIGINAL HOLDBACK	ORIGINAL Total Budget
GL#	LINE ITEM	LINE ITEM DESCRIPTION	Amount		Total Budget
5780 0	TOTAL ADMINISTRATIVE COST	Administrative cost is calculated based on Deminis Rate of 10% of total cost, but agency is not requesting more than maximum allowable of 10% of contract. Indirect Costs incurred for common or joint purposes that benefit more than one cost objective and cannot be readily identified with a particular program or final cost objective without effort disproportionate to the results achieved are treated as indirect costs as detailed and identified in the agency's approved Cost Allocation Plan. See the Administrative budget for details and calculations.	\$	27,222.11	27,222.11

| \$ 329,436.00

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
 REVENUE AND EXPENDITURES COMPARED TO BUDGET
WIOA YOUTH
 FISCAL YEAR 2023/2024
 YTD Operations (07/01/23-09/30/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 09/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 25.00%		
Revenues:							
WIOA	\$ 4,855,396			\$ 4,855,396		\$ 4,855,396	0.0%
TANF				\$ -		\$ -	
DEO				\$ -		\$ -	
Second Year Allocation from FY 22-23	\$ 5,391,204			\$ 5,391,204	\$ 1,105,972	\$ 4,285,233	20.5%
Other				\$ -		\$ -	
Total Revenue	\$ 10,246,600	\$ -	\$ -	\$ 10,246,600	\$ 1,105,972	\$ 9,140,628	10.8%
Expenditures:							
Headquarter Costs	\$ 1,921,238			\$ 1,921,238	\$ 293,145	\$ 1,628,092	15.3%
Adult Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Carol City-005				\$ -		\$ -	
Hialeah-017				\$ -		\$ -	
Monroe County-029				\$ -		\$ -	
Little Havana-049				\$ -		\$ -	
NMB-065				\$ -		\$ -	
Northside-073				\$ -		\$ -	
Perrine-081				\$ -		\$ -	
West Dade-085				\$ -		\$ -	
District Board of Trustees of Miami Dade College-MDC				\$ -		\$ -	
Unallocated Funds				\$ -		\$ -	
Set Aside				\$ -		\$ -	
Youth Services	\$ 6,673,662	\$ (2,553,583)	\$ -	\$ 4,120,079	\$ 558,516	\$ 3,561,563	13.6%
Out of School					\$ 457,446		
AMO	\$ 1,837,635	\$ (737,553)		\$ 1,100,082	\$ 139,513	\$ 960,569	12.7%
Youth Co-Op Little Havana	\$ 1,945,731	\$ (785,262)		\$ 1,160,469	\$ 181,185	\$ 979,284	15.6%
Cuban American National Council	\$ 540,481	\$ (211,046)		\$ 329,435	\$ 61,607	\$ 267,828	18.7%
Community Coalition	\$ 1,080,962	\$ (433,280)		\$ 647,672	\$ 75,141	\$ 572,530	11.6%
Youth Co-Op Monroe County	\$ 267,805			\$ 267,805	\$ -	\$ 267,805	0.0%
In School					\$ 101,071		
Adult Mankind Organization	\$ 271,002	\$ (114,820)		\$ 156,182	\$ 27,046	\$ 129,136	17.3%
Cuban American National Council	\$ 228,077	\$ (89,059)		\$ 139,018	\$ 14,493	\$ 124,525	10.4%
Youth Co-Op	\$ 454,711	\$ (182,553)		\$ 272,158	\$ 59,531	\$ 212,626	21.9%
Youth Co-Op Monroe County	\$ 47,260			\$ 47,260	\$ -	\$ 47,260	0.0%
Unallocated Funds				\$ -		\$ -	
Set Aside	\$ 750,000		\$ -	\$ 750,000		\$ 750,000	0.0%
Transfer Between WIOA				\$ -		\$ -	
Facilities Costs	\$ 901,701			\$ 901,701	\$ 45,893	\$ 855,808	5.1%
Training & Support Services	\$ -	\$ 2,553,583	\$ -	\$ 2,553,583	\$ 208,417	\$ 2,345,166	8.2%
Allocated Funds		\$ 2,553,583		\$ 2,553,583	\$ 208,417	\$ 2,345,166	8.2%
Set Asides				\$ -		\$ -	
Other Programs & Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Big Brothers Big Sisters				\$ -		\$ -	
Summer Youth Employment (City of Homestead)				\$ -		\$ -	
Summer Youth Employment (City of Opa-Locke)				\$ -		\$ -	
MDC WORKS Training				\$ -		\$ -	
YWCA, FMU, St. Thomas				\$ -		\$ -	
Summer Youth Employment (City of Miami Gardens)				\$ -		\$ -	
MIDCPS Summer Youth Internship - 2023				\$ -		\$ -	
Miami-Dade Charter Schools Summer Youth Employment Program				\$ -		\$ -	
Apprenticeship Navigators (MDC)				\$ -		\$ -	
Total Expenditures	\$ 10,246,600	\$ -	\$ -	\$ 10,246,600	\$ 1,105,972	\$ 9,140,628	10.8%
Balance of Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes

Before Adjustment.
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SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
WIOA YOUTH
FISCAL YEAR 2023/2024
YTD Operations (07/01/23-09/30/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 09/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
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DEO				\$ -		\$ -	
Second Year Allocation from FY 22-23	\$ 5,391,204			\$ 5,391,204	\$ 1,105,972	\$ 4,285,233	20.5%
Other				\$ -		\$ -	
Total Revenue	\$ 10,246,600	\$ -	\$ -	\$ 10,246,600	\$ 1,105,972	\$ 9,140,628	10.8%
Expenditures:							
Headquarter Costs	\$ 1,921,238			\$ 1,921,238	\$ 293,145	\$ 1,628,092	15.3%
Adult Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Carol City-O05				\$ -		\$ -	
Hialeah-O17				\$ -		\$ -	
Monroe County-O29				\$ -		\$ -	
Little Havana-O49				\$ -		\$ -	
NMB-O65				\$ -		\$ -	
Northside-O73				\$ -		\$ -	
Perrine-O81				\$ -		\$ -	
West Dade-O85				\$ -		\$ -	
District Board of Trustees of Miami Dade College-MDC				\$ -		\$ -	
Unallocated Funds				\$ -		\$ -	
Set Aside				\$ -		\$ -	
Youth Services	\$ 6,673,662	\$ (2,561,583)	\$ -	\$ 4,112,079	\$ 558,516	\$ 3,553,563	13.6%
Out of School					\$ 457,446		
AMO	\$ 1,837,635	\$ (737,553)		\$ 1,100,082	\$ 139,513	\$ 960,569	12.7%
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Cuban American National Council	\$ 540,481	\$ (219,046)		\$ 321,435	\$ 61,607	\$ 259,828	19.2%
Community Coalition	\$ 1,080,962	\$ (433,290)		\$ 647,672	\$ 75,141	\$ 572,530	11.6%
Youth Co-Op Monroe County	\$ 267,805			\$ 267,805	\$ 267,805	\$ 267,805	0.0%
In School					\$ 101,071		
Adult Mankind Organization	\$ 271,002	\$ (114,820)		\$ 156,182	\$ 27,046	\$ 129,136	17.3%
Cuban American National Council	\$ 228,077	\$ (89,059)		\$ 139,018	\$ 14,493	\$ 124,525	10.4%
Youth Co-Op	\$ 454,711	\$ (182,553)		\$ 272,158	\$ 59,531	\$ 212,626	21.9%
Youth Co-Op Monroe County	\$ 47,260			\$ 47,260	\$ 47,260	\$ 47,260	0.0%
Unallocated Funds							
Set Aside	\$ 750,000		\$ -	\$ 750,000		\$ 750,000	0.0%
Transfer Between WIOA				\$ -		\$ -	
Facilities Costs	\$ 901,701			\$ 901,701	\$ 45,893	\$ 855,808	5.1%
Training & Support Services	\$ -	\$ 2,561,583	\$ -	\$ 2,561,583	\$ 208,417	\$ 2,353,166	8.1%
Allocated Funds		\$ 2,561,583		\$ 2,561,583	\$ 208,417	\$ 2,353,166	8.1%
Set Asides				\$ -		\$ -	
Other Programs & Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Big Brothers Big Sisters				\$ -		\$ -	
Summer Youth Employment (City of Homestead)				\$ -		\$ -	
Summer Youth Employment (City of Opa-Locka)				\$ -		\$ -	
MDC WORKS Training				\$ -		\$ -	
YWCA, FMU, St. Thomas				\$ -		\$ -	
Summer Youth Employment (City of Miami Gardens)				\$ -		\$ -	
MIDCPS Summer Youth Internship - 2023				\$ -		\$ -	
Miami-Dade Charter Schools Summer Youth Employment Program				\$ -		\$ -	
Apprenticeship Navigators (MDC)				\$ -		\$ -	
Total Expenditures	\$ 10,246,600	\$ -	\$ -	\$ 10,246,600	\$ 1,105,972	\$ 9,140,628	10.8%
Balance of Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes

After Adjustment

Bk



Fiscal Summary Breakdown - CSSF

Fiscal Period: FP23-24

Provider: Cuban American National Co,

Location: CNC Out of School Youth ,

Funding: CL, NDWG_TE2, DWRR, DWRR_NE, DWRR1415, DWRR1516, DWRR1617, DWRR1718, DWRR1819, DWRR1920, DWRR2021, DWRR2122, DWRR2223, DWRR2324, EWT_AD, EWT_DL, EWT_NEG, NDWG_TE, NDWG_PWE, OJTAD, OJTRR, OJTDW, OJTDW_SPC, OJTAD_SPC, PWEAD, PWEDW, PWERR, PWEWT, PWE_4, PWES_4, PA_4, PPCIO_4, 4_PSS, PWESPC_4, 9, STT_AD, STT_WT, STT_4, STT_9, SYEP_WT, SYEP_RCL, SYEP_TCT, SYEP_FC, SYEP_HS, SYEP_MDCC9, SYEP_MDCCS, SYEP_MG, SYEP_OL, TAA, WT, AD_NE, AD1415, AD1516, AD1617, AD1718, AD1819, AD1920, AD2021, AD2122, AD2223, AD2324, DL, DL_NE, DL1415, DL1516, DL1617, DL1718, DL1920, DL2021, DL2122, DL2223, DL2324, DW1819, 4, AD, WTS

Category: (All)

	Allocation			Issued			Paid			Remaining Obligation		Available to Spend (Alloc-Issued-Obligation)		
	Training	Trans	SS	Training	Trans	SS	Training	Trans	SS	Training	SS	Training	Trans	SS
Cuban American National Council - CNC Out of School Youth														
4	63,314.00	3,712.50	17,392.50	1,540.00	904.30	50.00	0.00	0.00	0.00	19,260.20	0.00	42,513.80	2,808.20	17,342.50
4_PSS	0.00	0.00	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00
PWE_4	126,627.00	0.00	0.00	25,602.71	0.00	0.00	0.00	0.00	0.00	35,494.65	0.00	65,529.64	0.00	0.00
Total: \$	189,941.00	3,712.50	25,392.50	27,142.71	904.30	50.00	0.00	0.00	0.00	54,754.85	0.00	108,043.44	2,808.20	25,342.50

CareerSource South Florida is an equal opportunity employer / program. Auxiliary aids & services are available upon request to individuals with disabilities.

Adjustment SE 12/5/2023

COMPLETED
 MW 12/4/2023
 Initial Budget.
 After



Fiscal Summary Breakdown - CSSF

Fiscal Period: FP23-24

Provider: Cuban American National Co.

Location: CNC Out of School Youth

Funding: CL, NDWG_TE2, DWRR, DWRR_NE, DWRR1415, DWRR1516, DWRR1617, DWRR1718, DWRR1819, DWRR1920, DWRR2021, DWRR2122, DWRR2223, DWRR2324, EWT_AD, EWT_DL, EWT_NEG, NDWG_TE, NDWG_PWE, OJTAD, OJTRR, OJTDW, OJTDW_SPC, OJTAD_SPC, PWEAD, PWEDW, PWERR, PWEWT, PWE_4, PWES_4, PA_4, PPCIO_4, 4_PSS, PWESPC_4, 9, STT_AD, STT_WT, STT_4, STT_9, SYEP_WT, SYEP_RCL, SYEP_TCT, SYEP_FC, SYEP_HS, SYEP_MDCD9, SYEP_MDCS, SYEP_MG, SYEP_OL, TAA, WT, AD_NE, AD1415, AD1516, AD1617, AD1718, AD1819, AD1920, AD2021, AD2122, AD2223, AD2324, DL, DL_NE, DL1415, DL1516, DL1617, DL1718, DL1920, DL2021, DL2122, DL2223, DL2324, DW1819, 4, AD, WTS

Category: (All)

	Allocation			Issued			Paid			Remaining Obligation		Available to Spend (Alloc-Issued-Obligation)		
	Training	Trans	SS	Training	Trans	SS	Training	Trans	SS	Training	SS	Training	Trans	SS
Cuban American National Council - CNC Out of School Youth														
4	63,314.00	3,712.50	17,392.50	1,540.00	904.30	50.00	0.00	0.00	0.00	19,260.20	0.00	42,513.80	2,808.20	17,342.50
PWE_4	125,627.00	0.00	0.00	25,602.71	0.00	0.00	0.00	0.00	0.00	35,494.65	0.00	65,529.64	0.00	0.00
Total: \$	189,941.00	3,712.50	17,392.50	27,142.71	904.30	50.00	0.00	0.00	0.00	54,754.85	0.00	108,043.44	2,808.20	17,342.50

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A + B =
 3712.50 + 17,392.50 = 21,105.00

4-PSS
 0.00
 8000.00

 8000.00

Before

WFMS Allocation Detail Report

Service Provider:	CANC
Program :	OSY
Index Code:	62302
Program Year:	23-24
Last Date Updated:	12/4/2023

TRAINING

Date	Grant ID	Allocation Description	WFMS Allocations	Comments
6/30/2023	4	Classroom Education 30%	\$63,314.00	Initial PY 23-24 WFMS Allocations
Total 4			\$63,314.00	
6/30/2023	PWE 4	PWE 60%	\$126,627.00	Initial PY 23-24 WFMS Allocations
Total PWE 4			\$126,627.00	

TRANSPORTATION

Date	Grant ID	Allocation Description	WFMS Allocations	Comments
8/30/2023	4	Transfer Request In	\$3,712.50	Transfer from Supportive Services
Total 4			\$3,712.50	
TRANSPORTATION TOTAL			\$3,712.50	

SUPPORTIVE SERVICES

Date	Grant ID	Allocation Description	WFMS Allocations	Comments
6/30/2023	4	Supportive Services 10%	\$21,105.00	Initial PY 23-24 WFMS Allocations
8/30/2023	4	Transfer Request Out	(\$3,712.50)	Transfer to Transportation
Total 4			\$17,392.50	
12/4/2023	4	Incentive Budget line Allocation	\$8,000.00	Incentive Budget line Allocation
Total 4 PSS			\$8,000.00	
SUPPORTIVE SERVICES TOTAL			\$25,392.50	