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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 \$139,019.00 to operate the In-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.

In-School	WIOA Youth: 17.259
Cost Reimbursement Award	\$125,117.00
10% Incentives Holdback	\$13,902.00
Total Contract Amount	\$139,019.00

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.

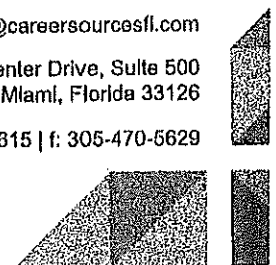
Modifications to Exhibit A-1, Modified Statement of Work, shall not be effective until approved, in writing, by the SFWIB.

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



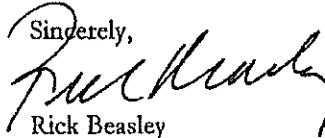
Ms. Gabriela Musiet
Cuban American National Council, Inc.
June 29, 2023
Page 2 of 2

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 **In-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	CFDA
WIOA Youth: 17.259	WIOA Youth: 17.259
TANF: 93.558	G2101FLTANF

CONTRACTOR
Cuban American National Council, Inc.
1223 SW 4th Street
Miami, Florida 33135
UNIQUE ENTITY IDENTIFIER #YE92JZQCAMP5

TITLE OF CONTRACTOR'S PROGRAM
"Youth Program: In-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>
\$139,019.00	WS-YS-ISY-PY'23-02-01	22302	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>
\$127,298.00	WS-YS-ISY-PY'22-02-00	22202	July 1, 2022 – June 30, 2023

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 **\$139,019.00** 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.

IN-SCHOOL (July 1, 2023 to June 30, 2024)	WIOA YOUTH: 17.259
Cost Reimbursement Award	\$125,117.00
10% Incentives Holdback	\$13,902.00
Total Contract Amount	\$139,019.00

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: In-School"
CONTRACT NUMBER: WS-YS-ISY-PY'23-02-01
CFDA NUMBERS: WIOA YOUTH: 17.259; TANF: 93.558

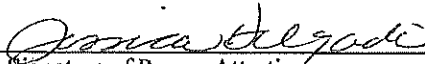
(These Signatures shall be the same as those names that appear in the List of Authorized Signatures Provided in the Operational Documents on file with the South Florida Workforce Investment Board)

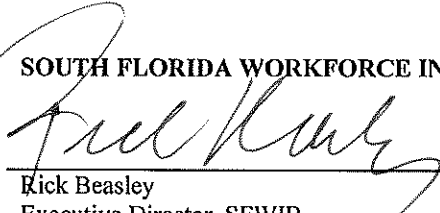
(For Use Only When Contractor is a Corporation)

1a.  1b. _____
Signature of President or Vice-President
Date 7/18/23 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
 2/7/24
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 # 22302.

By:

[Signature]
Signature of Affiant

7/18/23

Date

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 _____ 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



Jessica Delgado
Comm. # HH032957
Expires: Aug. 17, 2024
Bonded Thru Aaron Nota

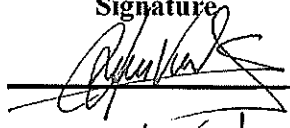
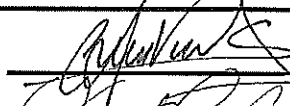
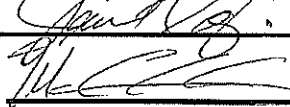

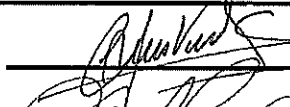
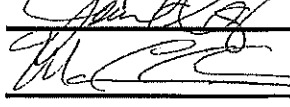
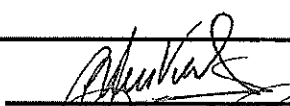
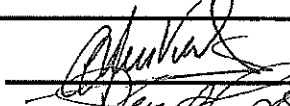
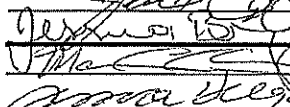

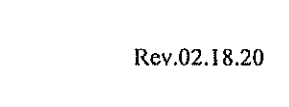

AGENCY: Cuban American National Council, Inc. (CNC)

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) 642-3484 Ext. 109</u> <u>gmusiet@cnc.org</u>
<u>Project Director</u>	<u>Gabriela Musiet</u>	<u>(305) 642-3484 Ext. 109</u> <u>gmusiet@cnc.org</u>
<u>Affirmative Action Officer</u>	<u>Janet Collazo</u>	<u>(305) 642-3484 Ext. 105</u> <u>jcollazo@cnc.org</u>
<u>Personnel Officer</u>	<u>Janet Collazo</u>	<u>(305) 642-3484 Ext. 105</u> <u>jcollazo@cnc.org</u>
<u>Fiscal Management Officer</u>	<u>Maria Cristina Claro</u>	<u>(305) 642-3484 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**

BUDGET REVIEW

(CORRECTED)

CONTRACTOR: Cuban American National Council, Inc.

TITLE: In-School Youth Program INDEX: 22302
(07/01/23 to 06/30/24)

CONTRACTS UNIT REVIEW

Contracts Manager Assigned: Robert Smith Date to Finance: 11/27/23

Date Resubmitted to Finance: 1/3/24

Date Resubmitted to Finance: 1/25/24

PY'23-24 NEW Budget

Cost Reimbursement Award:.....\$125,117.00

10% Incentive Holdback.....\$ 13,902.00

Total Contract Amount:.....\$139,019.00

Comment(s): *The budget was resubmitted to Finance on 1/3/24 by Fernando Odio without further review. Finance returned the budget on 1/24 in order to make corrections to the Administrative budget.

This Budget was reviewed for reasonable projection of expenditures by: Robert Smith

Contracts Manager's/Administrator's Signature: Robert Smith Date Signed: 10/05/23

Fernando Odio Date Signed: 01/03/24

Fernando Odio Date Signed: 01/25/24

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: Bruce Jenkins 1/25/24
- 2. Reviewed for Support Services: Jeffrey (Financial) 1/29/24 NO WPMS Adjustments Mills 1/26/2024
- 3. Reviewed by Assistant Controller: [Signature] 1/29/24
- 4. Indirect Cost Rate/Cost Allocation Plan Budgeted costs verified by: [Signature] 2/1/24

Approved by Finance

5. Assistant Director's Signature: [Signature] Date Signed: 2/1/24

Routing after Final Assistant Director's approval: to accountant 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:	In School Youth Program
Period:	07/01/2023 to 06/30/2024
Programmatic Funds Awarded:	\$126,679.51
Funding Source:	In-School Youth

Position	Name	Bi-Weekly	# of PP	Annual Salary	% Allocated to Budget	Total Salary Allocated	Cost Reimbursement Award		10% Incentives Holdback		TOTAL BUDGET	
							%	Amount	%	Amount	%	Amount
							\$114,167.71		\$12,511.80		\$126,679.51	
CSSF Program Supervisor	Jessica Buitrago (07/01/23 to 06/30/24)	2,204.80	26.0	57,324.80	25.0%	14,331.20	100.0%	14,331.20	-	100%	14,331.20	
Lead Career Planner	Odalys Mateo (07/01/23 to 07/14/23)	1,760.00	1.0	45,760.00	60.0%	1,056.00	100.0%	1,056.00	-	100%	1,056.00	
Career Planner	Daniela Chacin (07/24/23 to 09/29/23)	1,600.00	5.0	41,600.00	60.0%	4,800.00	100.0%	4,800.00	-	100%	4,800.00	
Career Planner	Daniela Chacin (09/30/23 to 06/30/24)	1,600.00	19.5	41,600.00	90.0%	28,080.00	100.0%	28,080.00	-	100%	28,080.00	
Quality Assurance	Jose Paredes (07/01/23 to 06/30/24)	1,600.00	26.0	41,600.00	30.0%	12,480.00	100.0%	12,480.00	-	100%	12,480.00	
	Teresita Gonzalez (07/01/23 to 06/30/24)	1,520.00	26.0	39,520.00	30.0%	11,856.00	100.0%	11,856.00	-	100%	11,856.00	
5001 TOTAL FTE/Salaries				\$ 267,404.80	1.75	\$ 72,603.20	100.0%	\$ 72,603.20	\$ -	100%	\$ 72,603.20	
Staff Incentives						11,605.42						
Staff Incentives									100.0%	11,605.42	100%	11,605.42
FICA/MICA		7.65%				887.81			100.0%	887.81	100%	887.81
Worker's Compensation		0.16%				18.57			100.0%	18.57	100%	18.57
5604 TOTAL Staff Incentives						\$ 12,511.80		\$ -	100.0%	\$ 12,511.80	100%	\$ 12,511.80
Fringe Benefits:												
Fica/Mica		7.65%				5,554.14	100.0%	5,554.14	-	100%	5,554.14	
Workman's Comp		0.16%				116.17	100.0%	116.17	-	100%	116.17	
Retirement	Annual Admin Fee: \$3,000					210.00	100.0%	210.00	-	100%	210.00	
Unemployment	UCI Rate: 2.85% based on first \$7,000 earned per calendar year					349.13	100.0%	349.13	-	100%	349.13	
Health/Dental Insurance	Monthly Cost per staff: \$370.00					1,110.00	100.0%	1,110.00	-	100%	1,110.00	
5054 TOTAL Fringe Benefits						\$ 7,339.43		\$ 7,339.43	\$ -	100%	\$ 7,339.43	
Operating Expenses:												
Space												
5211 Building Lease / Rent				5.11%	\$ 122,015.17	6,240.00	100.0%	6,240.00	-	100%	6,240.00	
5216 Building Repair and Maintenance				6.67%	\$ 15,000.00	1,000.00	100.0%	1,000.00	-	100%	1,000.00	
5603 Janitorial Services				7.00%	\$ 10,200.00	714.00	100.0%	714.00	-	100%	714.00	
5227 Telephone (including cell)				5.36%	\$ 20,078.51	1,077.00	100.0%	1,077.00	-	100%	1,077.00	
5229 Internet Service				7.00%	\$ 10,680.00	747.60	100.0%	747.60	-	100%	747.60	
5620 Water & Sewer				0.34%	\$ 5,858.20	20.00	100.0%	20.00	-	100%	20.00	
5621 Pest Control				7.00%	\$ 1,080.00	75.60	100.0%	75.60	-	100%	75.60	
Supplies												
5221 Office and Computer Supplies				6.03%	\$ 30,000.00	1,808.70	100.0%	1,808.70	-	100%	1,808.70	
5219 Printing				28.03%	\$ 5,000.00	1,401.58	100.0%	1,401.58	-	100%	1,401.58	
5223 Postage				2.50%	\$ 1,000.00	25.00	100.0%	25.00	-	100%	25.00	
Equipment												
5213 Equipment Lease/Rent (Copiers)				4.86%	\$ 13,049.20	634.13	100.0%	634.13	-	100%	634.13	
5215 Equipment Maintenance (Copier & Network)				4.63%	\$ 36,099.15	1,671.32	100.0%	1,671.32	-	100%	1,671.32	

BUDGET: PROJECTED PROGRAM COST

Agency Name:	Cuban American National Council, Inc.
Project Name:	In School Youth Program
Period:	07/01/2023 to 06/30/2024
Programmatic Funds Awarded:	\$126,679.51
Funding Source:	In-School Youth

Position	Name	Bi-Weekly	# of PP	Annual Salary	% Allocated to Budget	Total Salary Allocated	Cost Reimbursement Award		10% Incentives Holdback		TOTAL BUDGET	
							%	Amount	%	Amount	%	Amount
							\$114,167.71		\$12,511.80		\$126,679.51	
Insurance												
5250	General Liability Insurance			7.00%	\$ 16,052.00	1,123.64	100.0%	✓ 1,123.64	-	100%	1,123.64	
5251	Automobile Insurance			7.00%	\$ 1,105.00	77.35	100.0%	✓ 77.35	-	100%	77.35	
5252	Property Insurance (Commercial)			7.00%	\$ 2,140.00	149.80	100.0%	✓ 149.80	-	100%	149.80	
5250	Professional Liability			7.00%	\$ 3,614.00	252.98	100.0%	✓ 252.98	-	100%	252.98	
5253	Cyber Crime Insurance			7.00%	\$ 95.00	6.65	100.0%	✓ 6.65	-	100%	6.65	
5254	Crime Insurance (Fidelity Bond)			7.00%	\$ 2,064.00	144.48	100.0%	✓ 144.48	-	100%	144.48	
5256	Director's & Officers Insurance			7.00%	\$ 6,075.00	425.25	100.0%	✓ 425.25	-	100%	425.25	
Professional Services (list each)												
5230	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			28.57%	\$ 7,000.00	2,000.00	100.0%	✓ 2,000.00	-	100%	2,000.00	
5231	Advertising			20.00%	\$ 5,000.00	1,000.00	100.0%	✓ 1,000.00	-	100%	1,000.00	
5232	Licenses and Permits			2.27%	\$ 1,100.00	25.00	100.0%	✓ 25.00	-	100%	25.00	
TOTAL Operating Expenses						\$ 21,140.08		\$ 21,140.08	\$ -	100%	\$ 21,140.08	
Participant Costs												
5525	Participant Training Materials and Supplies					1,500.00	100.0%	✓ 1,500.00	-	100%	1,500.00	
WFMS (formerly SAMS) Allocations												
5550	WFMS-Support Services					8,750.00	100.0%	✓ 8,750.00	-	100%	8,750.00	
TOTAL Participant Costs						\$ 10,250.00		\$ 10,250.00	\$ -	100%	\$ 10,250.00	
5991	ATTRITION					3,956.77		✓ 3,830.39	✓ 126.38	100%	3,956.77	
Total Program Budget						TOTAL BUDGET \$ 127,801.28		\$ 115,163.10	\$ 12,638.18	100%	✓ \$ 127,801.28	
Total Administrative Cost								\$ 9,953.90	\$ 1,263.82		\$ 11,217.72	
Total Budget								\$ 125,117.00	\$ 13,902.00		\$ 139,019.00	
Funding Amount								\$ 125,117.00	\$ 13,902.00	✓	\$ 139,019.00	
Difference								\$ 0.00	(0.00)		\$ 0.00	

BUDGET: PROJECTED ADMINISTRATIVE COST

Agency Name:	<i>Cuban American National Council, Inc.</i>
Project Name:	<i>In-School Youth Program</i>
Period:	<i>07/01/23 to 06/30/24</i>
Administrative Funds Awarded:	<i>\$11,217.72</i>
Funding Source:	In School Youth

	Cost Reimbursement Award		10% Incentives Holdback		TOTAL	
	%	Amount	%	Amount	%	Amount
<u>Allocation Base (Deminis Rate)</u>						
Total Funds Awarded	90.1%	\$ 115,163.10	9.9%	\$ 12,638.18	100%	\$ 127,801.28
Less: Space Rental		\$ (6,240.00)		\$ -		\$ (6,240.00)
Less: Equipment Rental		\$ (634.13)		\$ -		\$ (634.13)
Less: WFMS Supportive Services		(8,750.00)		-		(8,750.00)
<u>Modified Total Direct Costs</u>		\$ 99,538.97		\$ 12,638.18	0.00%	\$ 112,177.15
<u>Indirect Cost Rate:</u>	10.00%	\$ 9,953.90		\$ 1,263.82		\$ 11,217.72
Attrition						
TOTAL ADMINISTRATIVE COST		\$ 9,953.90		\$ 1,263.82	8.8%	\$ 11,217.72

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

GL#	LINE ITEM	LINE ITEM DESCRIPTION	COST REIMBURSEMENT	HOLDBACK	TOTAL ORIGINAL BUDGET
SALARIES					
	CSSF Program Supervisor	Annual Gross Salary: \$57,324.80 Time charged to this program: 25% (07/01/23 to 06/30/24) Responsible for supervision of program staff, prepares monthly work plans. Liaison between agency and educational institutions and employers to provide internships to the participants.	14,331		14,331.20
	Lead Career Planner	Annual Gross Salary: \$45,760 Time charged to this program: 60% (07/01/23 to 07/14/23 - Only \$1,056) 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.	1,056		1,056.00
5001	Career Planner	Annual Gross Salary: \$41,200 (07/24/23 to 09/29/23) Time charged to this program: 60% Annual Gross Salary: \$41,600 (09/30/23 to 06/30/24) Time charged to this program: 90% 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.	32,880		32,880.00
	Career Planner	Annual Gross Salary: \$41,600 (07/01/23 to 06/30/24) Time charged to this program: 30% 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.	12,480		12,480.00
	Quality Assurance	Annual Gross Salary: \$39,520 (07/01/23 to 06/30/24) Time charged to this program: 30% Quality Assurance is responsible for the continuous revision of the participant files, to ensure compliance with Contractual obligations, policies, procedures, and performance outcomes. Makes sure files follow guidance and compliance with contract requirements.	11,856		11,856.00
	SALARIES TOTAL		72,603	-	72,603.20
STAFF INCENTIVES					
	Staff Incentives	Per Exhibit D of the Contract, ten percent (10%) shall be utilized to pay staff incentives to employees working for this contract. Incentives are to be distributed as indicated on Holdback Award Letters.		11,605	11,605.42

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

GL#	LINE ITEM	LINE ITEM DESCRIPTION	COST REIMBURSEMENT	HOLDBACK	TOTAL ORIGINAL BUDGET
5604	FICA/MICA	Set by the Internal Revenue Service (IRS) at the current rate of 7.65% of total wages paid.		888	887.81
	Worker's Compensation	Set by the Worker's Compensation Liability Insurance, at the current rate of .0016 (.16%) of total wages paid.		19	18.57
	STAFF INCENTIVES TOTAL		-	12,512	12,511.80

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

GL#	LINE ITEM	LINE ITEM DESCRIPTION	COST REIMBURSEMENT	HOLDBACK	TOTAL ORIGINAL BUDGET
FRINGE BENEFITS					
5054	Fica/Mica	Set by the Internal Revenue Service (IRS) at the current rate of 7.65% of total wages paid.	5,554	-	5,554.14
	Workman's Comp	Set by the Worker's Compensation Liability Insurance, at the current rate of .0017 (.16%) of total wages paid.	116	-	116.17
	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 <u>DOES NOT</u> match contributions made to this plan.	210	-	210.00
	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 calendar year. \$7,000 x FTE's x 2.85%.	349	-	349.13
	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)	1,110	-	1,110.00
FRINGE BENEFITS TOTAL			7,339	-	7,339.43
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 \$6,147 for approximately 1,949 sq.ft. for premises located at 1223 SW 4th Street, Miami, FL 33135. Cost estimated as \$520 monthly x 12 months = \$6,240 Space used by ISY includes the following areas: Suite 326, Monthly Avg Cost: \$44 - Server and Breakroom Suite 322A & Suite 324A, Monthly Avg Cost: \$432 - Youth Program Offices: 1,250 sq.ft x 18.094% = 226.175 sq.ft Training Room, Monthly Avg Cost: \$44 - Training Room: 527 sq.ft x 5.764%= 30.3748 sq.ft	6,240		6,240.00

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

GL#	LINE ITEM	LINE ITEM DESCRIPTION	COST REIMBURSEMENT	HOLDBACK	TOTAL ORIGINAL BUDGET
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 \$83.33 monthly x 12 months ; based on an agency annual cost of \$15,000 allocating 6.67% to the ISY Program. This cost is on "AS NEEDED" basis.	1,000		1,000.00
	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 \$59.50 x 12 months	714	-	714.00
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 \$89.75 monthly representing 5.36% , calculated as follows: 1) Program Coordinator: \$50 allowance x 25% FTE X 12 months= \$150 2) Lead Career Planner (JUL): \$30 allowance x 60% X 1 months= \$18 3) Career Planner (JUL-SEP): \$30 allowance x 60% X 3 months = \$198 4) Career Planner (OCT-JUN): \$30 allowance x 90% X 9 months = \$297 5) Career Planner (JUL-JUN): \$30 allowance x 30% X 12 months = \$99 6) Sway PC: Cost varies monthly, estimated at \$600 monthly for agency x corresponding monthly FTE = Approximately \$42 monthly x 12 months = \$504	1,077		1,077.00
5229	Internet Service	Internet connectivity for high speed internet speeds, to provide connectivity to the program staff and clients to the internet service. Cost estimated at an average of \$62.30 monthly , based on average cost of \$10680 agency wide x FTE for this program representing approximately 7% of the total cost.	748		747.60
5620	Water & Sewer	Water and Sewer use to maintain offices operational. Cost estimated at an average of \$5 quarterly , based on average quarterly cost of \$5858.20 agency wide x FTE for this program representing approximately .34% of the total cost.	20		20.00

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

GL#	LINE ITEM	LINE ITEM DESCRIPTION	COST REIMBURSEMENT	HOLDBACK	TOTAL ORIGINAL BUDGET
5621	Pest Control	Pest Control and prevention services to maintain offices operational. cost will fluctuate on a monthly basis according to agency's FTE, but estimated annualized cost budgeted is an average of \$6.30 monthly , based on average annual cost of \$1,080 agency wide x FTE for this program representing approximately 7% of the total cost.	76		75.60
5221	Office and Computer Supplies	Purchase of office supplies including computer accessories, sanitizing items, etc., for program staff to maintain client records and offices is good conditions. Cost estimated at an average of \$452.18 quarterly . Representing 6.3% of total agency cost	1,809		1,808.70
5219	Printing	Purchase of business cards, flyers and signs for program promotion and/or events. Cost estimated at an average of \$350.40 quarterly representing 28.3% of total agency cost.	1,402		1,401.58
5223	Postage	Purchase of stamps to send correspondence to clients and program related vendors. Cost estimated at an average of \$6.25 quarterly representing 2.5% of total agency cost	25		25.00
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 4.88% of the total cost. CNC currently has 6 copier machines rented and 2 of these are used by this program. Average Cost is calculated as an overall annual cost estimated as: \$52.84 Monthly distributed by FTE	634		634.13
5215	Equipment Maintenance (Copier & Network)	1) Maintenance of network server, and computers used by the Youth Out-School program staff and clients, average of \$89.38 monthly , based on average monthly cost of \$1,334 agency wide x FTE for this program representing approximately 4.63% of the total cost. 2) Maintenance of copier machines used by the Youth Out-School program staff and clients, average of \$49.90 monthly , based on average monthly cost of \$1,100 agency wide x FTE for this program representing approximately 4.63% of the total cost.	1,671		1,671.32

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

GL#	LINE ITEM	LINE ITEM DESCRIPTION	COST REIMBURSEMENT	HOLDBACK	TOTAL ORIGINAL BUDGET
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 \$93.64 monthly , based on average annual cost of \$16052 agency wide x FTE for this program representing approximately 7% of the total cost.	1,124		1,123.64
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 \$6.45 monthly , based on average annual cost of \$1105 agency wide x FTE for this program representing approximately 7% of the total cost.	77		77.35
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 \$12.48 monthly , based on average annual cost of \$2140 agency wide x FTE for this program representing approximately 7% of the total cost.	150		149.80
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 \$21.08 monthly , representing approximately 7% of the total cost.	253		252.98
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 \$.55 monthly , representing approximately 7% of the total cost.	7		6.65
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 \$12.04 monthly , based on average annual cost of \$2064 agency wide x FTE for this program representing approximately 7% of the total cost.	144		144.48
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 \$35.44 monthly , based on average annual cost of \$6,075 agency wide x FTE for this program representing approximately 7% of the total cost.	425		425.25
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. (Estimated due to Turn over rate)	160		160.00

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

GL#	LINE ITEM	LINE ITEM DESCRIPTION	COST REIMBURSEMENT	HOLDBACK	TOTAL ORIGINAL BUDGET
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		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 \$166.67 monthly , based on average annual cost of \$7,000 agency wide representing approximately 28.57% of the total cost.	2,000		2,000.00
5231	Advertising	Advertise open positions on job boards such as Indeed, Zip Recruiter or similar. Also, pay for Social Media Post ads on Instagram and Facebook to advertise program services. Cost estimated at \$250 quarterly ,	1,000		1,000.00
5232	Licenses and Permits	Obtain Occupational License and Fire Permit, estimated as \$25 annually , based on average annual cost of \$1,100 X FTE representing 2.27% of the total cost.	25		25.00
OPERATING EXPENSES TOTAL			21,140	-	21,140.08
PARTICIPANT COSTS					
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.	1,500.00		1,500.00
5550	WFMS-Support Services	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. An estimate of 150-200 incentives to be provided to participants between \$25 to \$100 each.	8,750		8,750.00
PARTICIPANT COSTS TOTAL			10,250	-	10,250.00
ATTRITION			3,830	126	3,956.77
TOTAL PROJECTED PROGRAM COST			115,163	12,638	127,801.28

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

GL#	LINE ITEM	LINE ITEM DESCRIPTION	COST REIMBURSEMENT	HOLDBACK	TOTAL ORIGINAL BUDGET
GL#	LINE ITEM	LINE ITEM DESCRIPTION	Amount		TOTAL BUDGET
5780	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.	\$11,217.72		11,217.72
	TOTAL ADMINISTRATIVE COST		\$11,217.72		11,217.72

\$139,019.00

Brandi Jenkins

From: Fernando Odio
Sent: Thursday, January 25, 2024 9:52 AM
To: Brandi Jenkins
Cc: Robert Smith; Dania Roque; Anthony Rolle; Basil Petro; Renee Bennett
Subject: RE: Cuban American National Council - Corrected Budget
Attachments: CNC PY'23 ISY Budget Review Form CORRECTED.doc; 24 01 24 CNC PY23 ISY Budget TO FINANCE corrected.xlsx

Good morning Brandi, attached is the corrected budget for Cuban American National Council. The budget was sent to you on 1/3/24, but the administrative portion of the budget needed to be corrected so that the allocation base can be based on the total program budget and not on the total funds awarded. Note also the changes to the Attrition line item.

Thanks.

Fernando Odio Contracts Officer

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



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-----Original Message-----

From: Fernando Odio
Sent: Thursday, January 11, 2024 8:55 AM
To: Renee Bennett (Renee.Bennett@careersourcesfl.com) <Renee.Bennett@careersourcesfl.com>; Basil Petro <Basil.Petro@careersourcesfl.com>
Cc: Robert Smith <Robert.Smith2@careersourcesfl.com>; Dania Roque <Dania.Roque@careersourcesfl.com>; Anthony Rolle <Anthony.Rolle@careersourcesfl.com>; Brandi Jenkins <Brandi.Jenkins@careersourcesfl.com>
Subject: FW: Cuban American National Council - Negotiated Indirect Cost Rate Agreement

Good morning, attached for processing is the Cuban American National Council (CNC) Negotiated Indirect Cost Rate Agreement.

Thanks.

-----Original Message-----

From: Gabriela Musiet <Gmusiet@cnc.org>
Sent: Wednesday, January 10, 2024 4:13 PM

To: Fernando Odio <Fernando.Odio@careersourcesfl.com>
Subject: RE: Cuban American National Council - Negotiated Indirect Cost Rate Agreement

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

Good afternoon Fernando, attached is CNC's Indirect Cost Rate Agreement for your reference.

Should you have any questions, please do not hesitate to contact me at your earliest convenience.

Sincerely,

Gabriela Musiet
President & CEO

-----Original Message-----

From: Gabriela Musiet
Sent: Wednesday, January 10, 2024 3:32 PM
To: Ebony Morgan <Ebony.Morgan@careersourcesfl.com>
Cc: Renee Bennett <Renee.Bennett@careersourcesfl.com>
Subject: RE: Cuban American National Council - Negotiated Indirect Cost Rate Agreement

Good afternoon Ebony, attached please find the executed Negotiated Indirect Cost Rate Agreement.

Should you have any questions, please do not hesitate to contact me at your earliest convenience.

Sincerely,

Gabriela Musiet
President & CEO

From: Ebony Morgan <Ebony.Morgan@careersourcesfl.com>
Sent: Thursday, January 4, 2024 1:49 PM
To: Gabriela Musiet <Gmusiet@cnc.org>
Cc: Renee Bennett <Renee.Bennett@careersourcesfl.com>
Subject: Cuban American National Council - Negotiated Indirect Cost Rate Agreement

Good afternoon Ms. Musiet:

Attached please find an electronic copy of the Negotiated Indirect Cost Rate Agreement for Cuban American National Council, Inc. The hard copy will be sent via USPS mail. Once received, please review, sign, and return the following address for full execution:

CareerSource South Florida
Attn: Rick Beasley, Executive Director
7300 Corporate Center Drive, Suite 500
Miami, FL 33126

You are permitted to print, sign, and scan the attached document back to me if so desired.

Should you have any additional questions or concerns, please feel free to contact the Executive Office at (305) 929-1501.

Warmest regards,

Ebony Morgan
Executive Assistant To Executive Director CareerSource South Florida
7300 Corporate Center Drive Suite 500
Miami, FL, 33126,
P: 305-929-1501 | F: 305-470-5523
mailto:Ebony.Morgan@careersourcesfl.com
<http://www.careersourcesfl.com>

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