

June 29, 2023

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

**SUBJECT: Letter of Intent**

Dear Ms. Perez-Borroto:

This Letter of Intent is to notify you that the **South Florida Workforce Investment Board (SFWIB)** approved Youth Program Contractors. Your agency was awarded total funding up to **\$277,157.00** 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.**

<b>In-School</b>	<b>WIOA Youth: 17.259</b>
Cost Reimbursement Award	\$249,441.00
10% Incentives Holdback	\$27,716.00
<b>Total Contract Amount</b>	<b>\$277,157.00</b>

**The Contractor agrees** to render services in a manner deemed satisfactory to the SFWIB, in its sole discretion, and in accordance with the **Modified Statement of Work**, 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**.

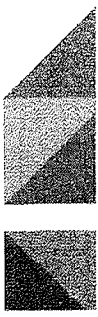
**The Contractor and the SFWIB agree** this Letter of Intent will be replaced by a duly executed contract within 90 calendar days from the date of transmittal. Failure to submit documents identified below within the specified timeframe may result in a disallowance of the expenditure made and/or cost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



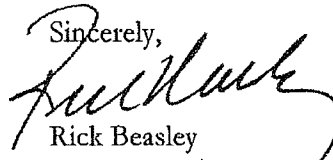
Ms. Connie Perez-Borroto  
Youth Co-Op, Inc.  
June 29, 2023  
Page 2 of 2

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: **Connie Perez-Borroto**

TITLE: **President**

DATE: 6/29/2023

*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  
 YOUTH CO-OP, INC.**

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

PASS THROUGH:	
DEPARTMENT OF ECONOMIC OPPORTUNITY	
CFDA	FAIN
WIOA Youth: 17.259	AA363132155A12
TANF: 93.558	G2101FLTANF

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

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

TITLE OF CONTRACTOR'S PROGRAM  
**"Youth Program: In-School"**

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

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<u>PY'23-24</u>			
<u>CONTRACT AMOUNT</u>	<u>CONTRACT NUMBER</u>	<u>INDEX CODE</u>	<u>CONTRACT PERIOD</u>
\$277,157.00	WS-YS-ISY-PY'23-05-01	22305	July 1, 2023 – June 30, 2024

<u>PY'22-23:</u>			
<u>CONTRACT AMOUNT</u>	<u>CONTRACT NUMBER</u>	<u>INDEX CODE</u>	<u>CONTRACT PERIOD</u>
\$253,790.00	WS-YS-ISY-PY'22-05-00	22205	July 1, 2022 – June 30, 2023

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THIS AMENDMENT, hereinafter referred to as the "AMENDMENT," entered into between **Youth Co-Op, Inc.**, hereinafter referred to as the "CONTRACTOR" and the South Florida Workforce Investment Board, hereinafter referred to as the "SFWIB," amends the Workforce Services Contract, hereinafter collectively with amendment referred to as the "CONTRACT" between the SFWIB and the CONTRACTOR dated July 1, 2022 and expiring June 30, 2025.

**Article I, Section D – Total Payment** is repealed and replaced with the following:

Subject to the availability of funds to the SFWIB, the maximum amount payable for services rendered under this **cost reimbursement** and **performance-based** Contract for PY'23-24 shall not exceed **\$277,157.00** as set forth in the table below.

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

is reduced, for any reason, the amount payable under this Contract may be reduced at the option and sole discretion of the SFWIB.

<b>IN-SCHOOL (July 1, 2023 to June 30, 2024)</b>	<b>WIOA YOUTH: 17.259</b>
Cost Reimbursement Award	\$249,441.00
10% Incentives Holdback	\$ 27,716.00
<b>Total Contract Amount</b>	<b>\$277,157.00</b>

**Article I, Section E – Statement of Work/Program Design and Service Delivery**

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)**

**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](http://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**

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**

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, 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**

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**

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

As established by the Office of Personnel Management and set forth in the Salary Table, Rates of Pay for the Executive Schedule, effective January 2023, the Executive Level II salary is \$212,100.00, which can be found at the link below:

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

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

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

All provisions in the CONTRACT and any attachments and exhibits thereto in conflict with this AMENDMENT shall be and hereby are changed to conform with this AMENDMENT.

All other terms and conditions not in conflict with this AMENDMENT remain unchanged as agreed to in the original CONTRACT.

**SIGNATURES APPEAR ON THE FOLLOWING PAGE**


SIGNATORY FORM

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

AUTHORIZED SIGNATURES FOR: Youth Co-Op, Inc.  
PROGRAM ENTITLED: "Youth Program: In-School"  
CONTRACT NUMBER: WS-YS-ISY-PY'23-05-01  
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 8/22/2023 Date \_\_\_\_\_

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

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

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

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

 10/13/23  
Rick Beasley Date  
Executive Director, SFWIB

**STATEMENT OF WORK  
 YOUTH CO-OP, INC.  
 MIAMI-DADE  
 WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)  
 In-School Youth Program  
 JULY 1, 2023 – JUNE 30, 2024**

The Contractor does hereby agree to provide and comply with the conditions for In-School Youth (ISY) Program services as described herein for the effective period of **July 1, 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 ISY Program must have year-round youth services and activities that incorporate summer youth employment opportunities. The periods for carrying out the program services and activities are as follows:

- Year-round Activities: July 1, 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 In-School Youth Program Balanced Scorecard Report; and
  - Attachment 2–Exhibit D–Payment Provisions.

**C. CONTRACTOR RESPONSIBILITIES**

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

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

The Contactor shall:

1. Serve all **206** ISY including number of new enrollments and carryovers\*;
2. Enroll new ISY for PY’2022-2023;
  - The contractor shall enroll **70** new youth by March 31, 2024.
  - If the Contractor enrolls less than 90% of the enrollment requirement (less than **63**), a deduction or chargeback to expenditures already paid will be collected based upon the following calculation:  
 $\$6,500.00 \times \# \text{ of youth not recruited.}$
3. Perform follow-up services for all In-School Youth;
4. Serve all transferred ISY, as long as current provider is an SFWIB Youth Contractor; and
5. Perform follow-up services for all ISY who exited the program.



\*Carryovers (**Active Caseload**): All youth enrolled between July 1, 2022 and June 30, 2023, and remain 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**

In-School Counselors shall be stationed within schools on a full-time, year-round basis to deliver services to ISY. The Contractor shall provide ISY Services to eligible youth attending school at the following Miami-Dade County Public Schools location(s) and any Miami-Dade County Charter School:

1. **COPE Center South: 10225 SW 147th Ter. Miami, FL 33176**
2. **Homestead Sr. High School: 2351 SE 12th Ave, Homestead, FL 33034**
3. **South Dade Sr. High School: 28401 SW 167th Ave, Homestead, FL 33030**
4. **Southridge Sr. High School: 19355 SW 114th Ave, Miami, FL 33157**
5. **Miami Lakes Educational Center: 5780 NW 158th St, Miami Lakes, FL 33014**
6. **Hialeah Gardens Senior School: 11700 Hialeah Gardens Blvd, Hialeah Gardens, FL 33018**
7. **Any Miami-Dade County Charter School**

In addition, the Contractor must provide ISY Services to eligible youth participating in the M-DCPS Pre-Apprenticeship Program at the following Miami-Dade County Public School:

1. **Homestead Senior High School**

The Participant shall be advised that the services for which eligibility is being determined are being provided by **Youth Co-op, Inc.** through funding from CareerSource South Florida and that **Youth Co-op, Inc.** is a separate entity from the school site in which services are being provided.

**G. SPECIAL PROGRAM**

1. **Pre-Apprenticeship Summer Internship Program (Attachment 3).**

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

## I. INTRODUCTION

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

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

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

## II. PROGRAM ELEMENTS

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

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

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

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

**2. Alternative Secondary School Services:**

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

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

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

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

WIOA identifies four types of work experience for youth: (1) summer employment and other employment opportunities available throughout the school year; (2) pre-apprenticeship programs; (3) internships and job shadowing; and (4) On-the-Job Training (OJT). Internship activities should correlate to the youth's career goals and not exceed 160 hours.

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

**4. Occupational Skills Training:**

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

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

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

**6. Leadership Development Opportunities:**

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

**7. Support Services:**

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

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

**8. Adult Mentoring:**

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

**9. Follow-up Services:**

Follow-up Services are provided to youth after exit from the program to help ensure the youth is successful in employment, and/or post-secondary education and/or 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: 1<sup>st</sup> quarter after exit, 2<sup>nd</sup> quarter after exit, 3<sup>rd</sup> quarter after exit, and 4<sup>th</sup> 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.

**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 Awareness/Career Exploration:**

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

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

**14. Liaison Representative:**

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

**15. Incentives:**

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

**16. Parental Involvement:**

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

**17. Collaboration:**

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

**18. Co-Enrollment:**

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

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

**19. Educational Portal:**

Once a youth that is deemed eligible and is enrolled in an SFWIB ISY Program, they are required to also be registered in the Educational Portal upon completion of enrollment, in addition to a full WP/WIOA registration in EMD.

**IV. PROGRAM DESIGN MODEL**

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

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

**V. TARGETED POPULATIONS**

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

**A. A Youth who is:**

- Attending school (as defined by State law), including secondary and postsecondary school;
- (b) Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program;
- (c) A low-income individual; and
- (d) One or more of the following:
  - (1) Basic skills deficient;
  - (2) An English language learner;
  - (3) An offender;
  - (4) A homeless individual aged 14 to 21 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 14 to 21 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;
  - (5) 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;
  - (6) An individual who is pregnant or parenting;
  - (7) An individual with a disability; or
  - (8) An individual who requires additional assistance to complete an educational program or to secure or hold employment.

**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 ISY Program may be between the ages of 14 and 18, some youth may be 19 through 21 years of age. In-School Youth, include:
- **Youth, ages 14-18**—services to In-School Youth must include activities to encourage the youth to remain in school to complete secondary education and prepare for post-secondary and/or employment leading to self-sufficiency. Youth must achieve measurable gains in one or more of the following: basic skills, work readiness/work maturity skills and literacy and numeracy.
  - **Youth, ages 19-21**—services to In-School Youth shall include activities that assist the youth in completing secondary education and prepare for post-secondary and/or employment leading to self-sufficiency, enrolling in occupational skills training and completing and attaining a credential. Youth must achieve measurable gains in one or more of the following: basic skills, work readiness/work maturity skills, and literacy and numeracy.
- 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. Eligibility determination
2. The provision of an Objective Assessment
3. Development of an Individual Service Strategy
4. Enrollment in any of the 14 Youth Program Elements

### **A. Youth Eligibility**

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

1. Attending school (as defined by State law); and
2. Between the ages of 14 through 21; and
3. A citizen of the United States or an eligible non-citizen who is authorized by the immigration and Naturalization Service; and
4. In compliance with the Selective Service Act (only relevant for males 18-21); and
5. Is a resident of Miami-Dade or Monroe Counties; and
6. A low-income individual;
  - Low-income is verified by:
    - i. Living in a high poverty area; and/or
    - ii. Receiving free and/or reduced lunch.

7. Have one or more of the following eight (8) barriers:
  - a. Basic Skills Deficient; and/or
  - b. An English Language Learner; and/or
  - c. Youth offender; and/or
  - d. Homeless or runaway; and/or
  - e. Foster child; and/or
  - f. Pregnant or parenting; and/or
  - g. Youth with a disability; and/or
  - h. An individual who requires additional assistance to complete an educational program, or to secure or hold employment (20 CFR section 681.300).
    - This criteria is capped at five percent (5%) Limitation of ISY newly enrolled in a program year and must be approved, in writing, on a case-by-case basis by the SFWIB's Youth Staff.
    - Youth who has one or more of the following characteristics:
      - Gang involved/affiliated/affected activities
      - An emancipated minor
      - Physically and mentally challenged
      - Victim of domestic violence/sexual or child abuse
      - Language or cultural barriers
      - Identifiable mental health issues
      - Lacking significant or positive work history
      - Having one or more disabilities including learning disabilities
      - Personal/family substance abuse
      - Alienated by sexual preference
      - Pregnant or Parenting Youth
      - Enrolled in an alternative education program
      - Migrant family member
      - Lacking affordable housing
      - Significant geographical barriers to accessing youth development services
      - Multiple school suspensions
      - Youth involved in the juvenile justice system
      - In an alternative residential facility
      - Generational public assistance
      - Reside in low-poverty areas

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

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

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

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

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

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

- a. §681.250 –
- (b) All ISY must be low-income to meet the ISY eligibility criteria, except those that fall under the low-income limitation and exception.
- (c) WIOA allows a low-income limitation and 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 limitation and exception 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.

C. TANF (applicable if TANF funding is allocated)

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

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

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

- ✓ **Purpose 1**-To “provide assistance to needy families so that the children may be cared for in their homes or in the homes of relatives.” This might be applicable when a youth program might prevent a child’s removal from home by keeping the child in school and preventing disruptive behavior, or when a program helps a young parent keep his or her children at home.
- ✓ **Purpose 2**-Intended to “end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.” This could apply where the youth program (such as an after-school or summer program) provides a supportive service, such as childcare, that enables the parents of its participants to work or prepare for work.
- ✓ **Purpose 3**-Intended to “prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies.” This could apply where a youth program: assists youth to stay in school; supervises youth in after school activities; assists to increase the youths’ motivation and self-esteem; and/or assists with the prevention and reduction of out-of-wedlock teen pregnancies. Many types of youth programs can be supported under this purpose.
- ✓ **Purpose 4**-Intended to “encourage the formation and maintenance of two-parent families.” According to some theories, programs which provide opportunities and motivation for disadvantaged boys to continue their education might make them more likely to become and stay married in the future. As such this is a potentially useful rationale that could be emphasized.

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

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

- D. “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 and one of the following) listed in WIOA.

**E. Determining Additional Assistance for ISY Only**

1. A youth who has a letter from a guidance counselor asserting their needs of additional assistance to enter, or to complete an educational program or to secure and hold employment.
2. A youth who lives in public housing and family receives welfare or Cash assistance
3. A youth who has had or has a GPA of 2.0 or below for the last 2 or more consecutive academic quarters
4. A youth who has repeated one or more secondary grade level
5. A youth who has been suspended from secondary school within the last 12 months
6. A youth who has been expelled from secondary school and is attending an alternative school
7. A youth who is confirmed at risk of failing a grade level or about to drop out of secondary school by a school official
8. A youth who has been deemed, or required to take remedial or developmental coursework by a postsecondary school official or department
9. A youth currently enrolled in postsecondary school who has failed an entire semester or has failed more than 2 credit bearing courses within the last 12 months.
10. A youth who has been referred by a correctional facility, or by homeless shelter, or by an agency that treats substance abuse

**F. Five-Percent Limitation for “Requires Additional Assistance”: (ISY ONLY)**

Per WIOA Section 129(a)(3)(B), in any single program year, no more than 5% of a local area’s total ISY participants can be those who require additional assistance to complete an educational program or to secure or hold employment.

**G. Five-Percent Exception for Low-Income Eligibility: (ISY & 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

**VII. PROGRAMMATIC RECORDS**

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

1. The following is a non-exhaustive list of forms/information that must be maintained for each youth, if applicable:
  - Proof of income
  - Social security documentation
  - Proof of family members living in the household
  - Proof of address
  - Proof of age
  - Proof of residency/citizenship/work authorization
  - Selective service (if applicable)
  - Risk factors for youth

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

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

## VIII. PROGRAM OUTCOMES

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

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

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

## IX. WORK ACTIVITIES DESCRIPTION AND REQUIREMENTS

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

### A. Year-Round and Summer Activities

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

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

- Youth participants' (ages 14-18) compensation must be no less than the Florida minimum hourly wage rate and involvement in the summer program cannot exceed 140 hours, during the entire summer program (150 for Pre-Apprenticeship participants). In compliance with child labor laws, during the school year, youth ages 16-18 will only be allowed to work up to four hours a day. A total of twenty



(20) hours must include work readiness skills training (the twenty (20) hours are inclusive in the maximum allotted 140 summer hours).

- Youth participants' (ages 19-21) compensation must be no less than the Florida minimum hourly wage rate and involvement in the summer program cannot exceed 160 hours during the entire summer program. A total of twenty (20) hours must include work readiness skills training (the twenty (20) hours are inclusive in the maximum allotted 160 summer hours).

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

- Youth participants' (ages 14-21) compensation must be no less than the Florida minimum hourly wage rate and involvement in year-round work activities cannot exceed twenty-five (25) hours per week or a total of 140 hours for the program year. A total of twenty (20) hours must include work readiness/employability skills training and life skills training (the twenty (20) hours are inclusive in the maximum 140 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 In-School Youth Program Balanced Scorecard Report (Attachment 1 of Exhibit D-Payment for Performance)** Error Rate Performance Measure.
  - d. Failure to submit an acceptable POCA and/or failure to comply with previously accepted POCA measures may result in Contractor's placement on a Performance Improvement Plan (PIP), which will require the Contractor to submit weekly QA updates to the SFWIB's staff. The specific content required in the weekly updates will be presented in a formal PIP letter. The weekly updates will provide the SFWIB with

## EXHIBIT AA Modified

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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## In-School Youth Program Balanced Scorecard

### Report Specifications

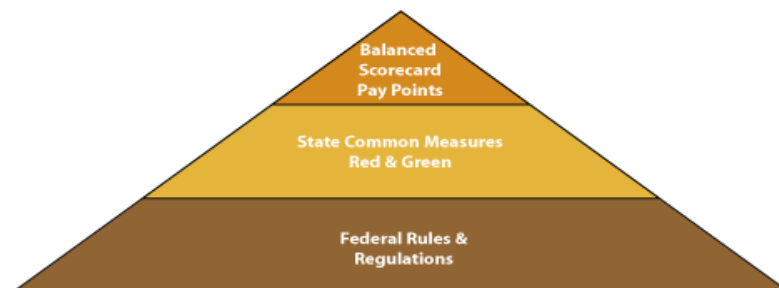
*Date updated: July 1, 2023*

#### 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	
<b>Global Exclusion</b>	<p>– 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</p> <ol style="list-style-type: none"><li>1. Institutionalized;</li><li>2. Health/Medical;</li><li>3. Deceased;</li><li>4. Reservist called to Active Duty;</li><li>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.</li></ol>

***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 (65% Payment) - Quarterly Per Contractor

#### 1) Number of New Enrollments

Number of New Enrollment reflects the number of all ISY 14-21 enrolled between July 1, 2023 and March 31, 2024.

#### Data Source

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

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

#### 2) Measureable Skills Gain

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.

**2a.) Measurable Skills Gain Activity Codes:**

- 415-Enrolled in Alternative Education
- 418- Adult Education (GED)
- 422- Education Concurrently with Workforce Preparation-Youth
- 423- Pre-Apprenticeship Youth
- 424- Registered Apprenticeship - Youth
- 429- Enrollment in Secondary School (HS)
- 430- Occupational Skills Training - Non-Approved Provider
- 431- Alternate Secondary School Services
- 439- Post-Secondary Education During Participation - Youth

**3) Title I ISY Youth Education and Employment Rate-1st Quarter After Exit**

**Methodology**

Title I ISY 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-up tab in the WIOA program section in EMD/EM after a participant has been EXITED.

3a.) This data can be found in EMD/EM in the programs section under the WIOA 1<sup>st</sup> Quarter follow-up section.

4) **Title I ISY Youth Education and Employment Rate-2<sup>nd</sup> Quarter After Exit**

**Methodology**

Title I ISY Youth Education and Employment Rate-2<sup>nd</sup> Quarter After Exit reflects the percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program. This performance will be measured at 90%.

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

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

**Data Source**

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 2<sup>nd</sup> Quarter follow-up section.

5) **Title I ISY Youth Education and Employment Rate-3<sup>rd</sup> Quarter After Exit**

**Methodology**

Title I Youth Education and Employment Rate-3<sup>rd</sup> Quarter After Exit reflects the percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the 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-up 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 3<sup>rd</sup> Quarter follow-up section.

**6) Title I ISY Youth Education and Employment Rate- 4<sup>th</sup> Quarter After Exit**

**Methodology**

Title I Youth Education and Employment Rate-4<sup>th</sup> Quarter After Exit reflects the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program. This performance will be measured at 90%.

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

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

**Data Source**

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

6a.) This data can be found in EMD/EM in the programs section under the WIOA 4<sup>th</sup> Quarter follow-up section.

**7) Median Earnings- 2<sup>nd</sup> Quarter After Exit**

**Methodology**

Median Earnings-2<sup>nd</sup> Quarter After Exit reflects the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program, as established through direct UI wage record match, Federal, military employment records, or supplemental wage information. This performance will be measured at 90%.

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

**Data Source**

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

7a.) The Median Earnings- 2<sup>nd</sup> Quarter after EXIT is:

- \$3,500

**B. Required Annual Measures (35% Payment) - Annually per Contractor**

**Methodology**

**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**

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**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.

**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).

**C. Additional Performance Measure (Not a Pay Point)**

**1) WIOA Follow-Up (Quarterly)**

**Methodology**

WIOA Follow-Up (Quarterly) reflects the total number of ISY follow-up completed divided by the number of all ISY # with follow-up due during the quarter. This performance is measured at 100%.

➤ The total # number of all WIOA ISY follow-up completed

➤ Divided by the # of WIOA ISY with follow-up due during the quarter

**Data Source**

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

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

**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 Program Year (Jul/1-June/30)

**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)**

**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

Payment Provisions Table

YOUTH CO-OP, INC. (Miami-Dade)										
IN-SCHOOL YOUTH PROGRAM (ISY)-PY'2023-2024										
Performance Payment Holdback-10%										\$ 27,716
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 (65%)				66.66%			33.34%			
WIOA										
Active Case Load (7/1/2022-6/30/2023)	136									
Number of New Enrollments	70	25%	23	\$ 4,619		\$ -	\$ 2,310		\$ -	\$ -
Measurable Skills Gains	90%	15%		\$ 2,771		\$ -	\$ 1,386		\$ -	\$ -
Title I Youth Education and Employment Rate-2nd Quarter After Exit	90%	10%		\$ 1,848		\$ -	\$ 924		\$ -	\$ -
Title I Youth Education and Employment Rate-4th Quarter After Exit	90%	10%		\$ 1,848		\$ -	\$ 924		\$ -	\$ -
Median Earnings-2nd Quarter After Exit	90%	5%		\$ 924		\$ -	\$ 462		\$ -	\$ -
Quarterly Performance Payment		65%		\$ 12,010		\$ -	\$ 6,006		\$ -	\$ -
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 (35%)										
Credential Attainment	90%	30%					\$ 8,315		\$ -	\$ -
Error Rate	3% or less	5%					\$ 1,385		\$ -	\$ -
		35%					\$ 9,700		\$ -	\$ -
Total Performance Payment		100%		\$ 12,010		\$ -	\$ 15,706		\$ -	\$ -

N/D=No Data

**PAYMENT FOR PERFORMANCE  
IN-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-In-School Youth Program Balanced Scorecard Report Specifications, Attachment 2 Modified-Payment Provisions Table and Attachment 3-CSSF Youth Balances Scorecard Report**. The **Payment for Performance, Exhibit D** will be updated on an annual basis and be incorporated by modification to the Contract.
- A. The **ten (10%) Performance Holdback** shall only be paid when the Contractor has spent the full allocation for Paid Work Experience by the end of the period measured, or by December 31<sup>st</sup>.
- B. The ten (10%) Performance Holdback shall be utilized to pay staff incentives to both programmatic and administrative employees. No more than 10% of the holdback may be used to pay administrative employee incentives.
- C. The **Cost Reimbursement** funding award amount shall not be utilized to pay staff incentives.
- D. Indirect Costs shall be applied to the **ten (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. **Sixty-five percent (65%)** of the ten percent (10%) Performance Holdback Payment shall be based upon Individual Contractor performance quarterly, and **thirty-five percent (35%)** of the Performance Holdback Payment shall be based upon additional Individual Contractor Performance annually per program year (as specified in **Attachment 1-CSSF Specifications for In-School Youth Program Balanced Scorecard Report** and **Attachment 2-Payment Provisions Table**), which shall be applied for PY'2023-2024 as follows:
- A. **Individual Contractor (IC) Quarterly Performance (65%)**
- IC Quarterly Performance shall be measured at the Contractor Level Quarterly for the performance indicator(s) defined in **Attachment 1-CSSF Specifications for In-School Youth Program Balanced Scorecard Report**.
1. If the Individual Contractor meets the IC performance measures defined in **Attachment 1-CSSF Specifications for In-School Youth Program Balanced Scorecard Report** and set forth in **Attachment 2-Payment Provisions Table**:
- The Contractor shall receive an **incentive payment** for the performance measures as set forth in **Attachment 2-Payment Provisions Table**.
  - Individual Contractor shall meet the Required New Enrollments as stated in **Attachment 2-Payment Provisions Table** no later than March 31, 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 In-School Youth Program Balanced Scorecard Report** and set forth in **Attachment 2-Payment Provisions Table**:
  - The Contractor shall **forfeit** an amount based upon the percentage of the performance measure that was not met for the incentive holdback as set forth in **Attachment 2-Payment Provisions Table**.

**B. Individual Contractor (IC) Annual Performance (35%)**

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

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

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





## FINANCIAL CLOSEOUT PROCEDURES

### I. Purpose

The purpose of this procedure is to document and provide guidance to Contractors and the SFWIB's staff on the required process to close out contracts at the expiration or termination date.

### II. Policy

- A. The Contractor shall complete and submit a Financial Closeout for each contract on or before thirty (30) calendar days after the Contract expires, or upon termination of the Contract. For example, if the contract expires June 30, the Financial Closeout will be due to the SFWIB on or before July 30.
- B. If the Contractor's Final Expenditure Report indicates that payments were made to the Contractor in excess of the actual costs of providing contracted services or if the actual expenditures surpass the budgeted amount, the Contractor shall refund the difference to the SFWIB within thirty (30) calendar days of SFWIB's notification of overpayment. If the Contractor does not timely repay the difference, the Contractor shall pay the SFWIB the maximum lawful rate of interest allowed in the state of Florida on the outstanding amount.
- C. The following required Financial Closeout documents shall be submitted by the Contractor:
  - 1. Final Expenditure Report (**Enclosure 1**).
  - 2. Year to Date Reconciliation between specified line items in (**Enclosure 2**) by fund and actual expenditures by line item.
  - 3. Year to Date General Ledger for the SFWIB's expenditures only.
  - 4. Indirect Cost Reconciliation.
- D. Upon the request of the Contractor, the SFWIB's accountant shall provide technical assistance to the SFWIB on completing the Financial Closeout.
- E. The Contractor shall complete and submit to SFWIB an annual fiscal audit report within six (6) months after the end of the fiscal year and in compliance with 2 CFR Chapter II, Subpart F, §200.512(a).

### III. Procedure

#### A. **Salaries/Wages**

The Contractor's staff persons may be paid for absences (vacations, sick leave, etc.), if such a provision for payment is included in the Contractor's personnel policies and procedures manual that was submitted as part of the operational documents. The Contractor is encouraged to allow staff to take time off rather than issue payment for leave time.

The Contractor's staff persons may be paid for unused vacation time upon termination from the program. This payment shall be charged to staff salaries unless such payment, when added to the total salary, exceeds the maximum salary established in the operating budget.

#### B. **Insurance**

The Contractor shall keep in force all insurance policies, which are applicable to its program(s).

**C. Professional Service, Sub-Contract & Rental Agreements**

Within thirty (30) days following the end of the Contract, the Contractor shall cancel all of the following services, which will not be applicable to any future contract with the SFWIB:

1. All professional service agreements and sub-contract agreements paid by funds generated from this Contract;
2. All rental contracts associated with office space, equipment, and/or vehicles and maintenance contracts which are paid with funds generated from this Contract; and
3. All utility services associated with the operation of Contractor's program (i.e. telephone, electricity, water) paid by funds generated from this Contract.

**D. Completion of Financial Closeout**

1. **Final Expenditure Report (Enclosure 1):**

The Contractor shall submit an actual expenditure report within thirty (30) days following the end of the Contract. This report must reflect:

- A summation of the cumulative expenditures incurred by the Contractor for providing the contracted services.
- A summation of the cash reimbursements and credits received by the Contractor for providing the contracted services.
- The difference between the approved expenditures and the reimbursements received by the Contractor. This difference will reflect either an amount that is due and payable to the Contractor or an overpayment that the Contractor received that is due and payable to the SFWIB.

2. **Year to Date Reconciliation between specified categories by fund, budget line item and actual expenditures (Enclosure 2):**

Actual expenditures billed to the SFWIB should be equal to or less than line item budget. The SFWIB Year to Date General Ledger must be submitted as supporting documentation with the closeout package.

3. **Indirect Cost Reconciliation:** (Enclosure 2) The Contractor shall complete the indirect cost reconciliation by comparing the indirect costs charged to the actual indirect cost paid. Refunds may be requested for overages.

**E. The SFWIB's Accountant Responsibility**

The SFWIB's accountant assigned to the contract will provide the Contractor with technical assistance to complete the Financial Closeout, upon request.

The SFWIB's accountant will perform the following functions:

1. Verify that all required enclosures are completed accurately, signed and dated.
2. Verify the Contractor's total expenditure against the financial records and the budget amounts to confirm there are no overages.

**FINAL EXPENDITURE REPORT**

<b>Contractor Name:</b> _____	<b>Prepared By:</b> _____
<b>Program Name:</b> _____	<b>Index Code:</b> _____

**CUMMULATIVE PROGRAM EXPENDITURES**

Year to Date Expenditures Approved by the SFWIB (from Payment Requests)	\$	-
	\$	-
Purchases made by the SFWIB on behalf of the Contractor	\$	-
Less: Year to Date Late Invoicing Amount	\$	-
<b>Total Expenditures</b>	\$	-

**CUMMULATIVE PAYMENTS**

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

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

Please detail any balance(s) due from Contractor by invoice packages: \_\_\_\_\_

Pursuant to the terms of this Contract between the Contractor listed above and the SFWIB, and in consideration of the total amounts earned and paid to the Contractor for performance, which equals \$ \_\_\_\_\_ the Contractor remises, releases, and discharge the SFWIB, its officers, agents, and employees, of and from all liabilities, obligations, claims, and demands whatsoever under or arising from this Contract. **The Contractor's submission of the Financial Closeout Package is a complete release and waiver of any and all liability, claims or causes of action that allegedly resulted from engagement of and/or performance under this Contract and acknowledges the SFWIB has fully performed and satisfied any and all of its obligations due under this Contract.**

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

\_\_\_\_\_  
Name of Official Authorized to Sign the Contract

\_\_\_\_\_  
Signature of Official Authorized to Sign the Contract /Date

**BUDGET REVIEW**

CONTRACTOR: YOUTH CO-OP, INC.

TITLE: In-School Youth (ISY) - Miami-Dade INDEX: 22305  
(07/01/23 to 06/30/24)

**CONTRACTS UNIT REVIEW**

Contracts Manager Assigned: Fernando Odio Date Submitted: 9/19/23

**PY'23-24 New Budget**

Cost Reimbursement.....\$249,441.00  
10% Incentive Holdback.....\$ 27,716.00  
Total.....\$277,157.00

Comment(s): Reference letter of intent dated 6/29/23.

This Budget was reviewed for reasonable projection of expenditures by:

Contracts Manager's/Administrator's Signature: Fernando Odio Date Signed: 9/29/23

- Initial Budget/Contract
- Budget Modification/Contract Modification
- Quarterly Budget Modification (no Contract Modification)
- 15% Variances Approval Letter Required

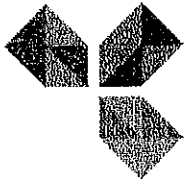
**FINANCE UNIT REVIEW AND APPROVAL**

*Please route in order to the following:*

1. Reviewed and Posted to Books by Accountant: [Signature] 09/29/23
2. Reviewed for Support Services: [Signature] 10/5/23 WFMS Adjustments  
[Signature] 10/5/23 MICEL 9/29/2023
3. Reviewed by Assistant Controller: [Signature]
4. Indirect Cost Rate/Cost Allocation Plan Budgeted costs verified by: [Signature]
- Approved by Finance  
5. Assistant Director's Signature: [Signature] Date Signed: 10/10/23

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

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



CareerSource  
SOUTH FLORIDA

careersourcesfl.com

June 29, 2023

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

**SUBJECT: Letter of Intent**

Dear Ms. Perez-Borroto:

This Letter of Intent is to notify you that the South Florida Workforce Investment Board (SFWIB) approved Youth Program Contractors. Your agency was awarded total funding up to \$277,157.00 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	\$249,441.00
10% Incentives Holdback	\$27,716.00
<b>Total Contract Amount</b>	<b>\$277,157.00</b>

The Contractor agrees to render services in a manner deemed satisfactory to the SFWIB, in its sole discretion, and in accordance with the **Modified Statement of Work**, 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

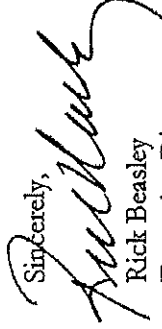
Please submit the following to Fernando Odio, Contracts Officer, within ten (10) business days from the date of transmittal:

- 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: **Connie Perez-Borroto**

TITLE: **President**

DATE: \_\_\_\_\_

#### *Attachments*

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

BUDGET: PROJECTED PROGRAM COST

Agency Name:	<u>Youth Co Op, Inc</u>				
Project Name:	<u>Miami Dade In School Youth</u>	90%	230,265	19,176	249,441
Period:	<u>7/1/23 - 6/30/24</u>	10%	25,514	2,202	27,716
Programmatic Funds Awarded:	<u>255,779</u>	WIOA (WE)			
		WIOA (Pre-Appr.)			
		TANF (TechHire)	-		
		TANF (TechHire Summer Internships)			
Funding Source:		TANF (TechHire Stipends)	-		
		Total	255,779	21,378	277,157

100% Award														
								Cost Reimbursement / WFMS		10% Holdback		Total		
								230,265		25,514		255,779		
Position	Name	Rate	# of PP	Months	Annual Salary	% Allocated to Budget	Total Salary Allocated to Budget	%	Amount	%	Amount	%	Amount	
Youth Counselor	Curras, Emilio	2,084.07	24	12	50,017.68	100.0%	50,017.68	100.0%	50,017.68	-	-	100.0%	50,017.68	
Program Assistant II	Diaz, Lourdes	2,475.91	24	12	59,421.94	10.0%	5,942.19	100.0%	5,942.19	-	-	100.0%	5,942.19	
Lead Youth Counselor	Kos, Claudia	2,197.96	24	12	52,751.04	100.0%	52,751.04	100.0%	52,751.04	-	-	100.0%	52,751.04	
Youth Counselor	Manzano, Ana	1,726.27	24	12	41,430.47	100.0%	41,430.47	100.0%	41,430.47	-	-	100.0%	41,430.47	
Program Supervisor	Velez, Paulina	3,862.50	24	12	92,700.00	5.0%	4,635.00	100.0%	4,635.00	-	-	100.0%	4,635.00	
					# FTE									
5001	TOTAL FTE/Salaries				296,321.13	3.2	154,776.39		154,776.39				154,776.39	
5018	Accrued Leave													
Staff Incentives														
Staff Incentives														
							22,192.32		-	100%	22,192.32	100.0%	22,192.32	
FICA/MICA		7.65%						1,697.71		-	100%	1,697.71	100.0%	1,697.71
Workman's Comp		0.8183%						181.60		-	100%	181.60	100.0%	181.60
Retirement		6.50%						1,442.50		-	100%	1,442.50	100.0%	1,442.50
5020	TOTAL Staff Incentives						25,514.13				25,514.13		25,514.13	
Fringe Benefits:														
Annual Cost:														
Fica/Mica		Rate: 7.65%						11,840.39	100.00%	11,840.39	-	-	100.0%	11,840.39
Workman's Comp		Rate: 0.8183% may change Jan 2022	Average % is		0.8183%	1,266.54	100.00%	1,266.54	-	-	100.0%	1,266.54		
Retirement		Rate: 6.5% Percentage of Staff Salaries						10,060.47	100.00%	10,060.47	-	-	100.0%	10,060.47
Unemployment		1.45% Jan 2023 of \$7000 per staff						309.58	100.00%	309.58	-	-	100.0%	309.58
Health/Dental Insurance		716.12/month +52.85/month per benefits detail	monthly ave.		2,427.34	29,128.14	100.00%	29,128.14	-	-	100.0%	29,128.14		
Life/Disability Insurance		Individual premiums vary per salary & age per benefits detail	monthly ave.		75.01	900.06	100.00%	900.06	-	-	100.0%	900.06		
5054	TOTAL Fringe Benefits						53,505.16		53,505.16				53,505.16	



BUDGET: PROJECTED PROGRAM COST

Agency Name:	Youth Co Op, Inc	Program	Admin	Total	
Project Name:	Miami Dade In School Youth	90%	230,265	19,176	249,441
Period:	7/1/23 - 6/30/24	10%	25,514	2,202	27,716
Programmatic Funds Awarded:	255,779	WIOA (WE)	-	-	-
		WIOA (Pre-Appr.)			
		TANF (TechHire)	-	-	-
		TANF (TechHire Summer Internships)			
Funding Source:		TANF (TechHire Stipends)	-	-	-
		Total	255,779	21,378	277,157

										100% Award					
										Cost Reimbursement / WFMS		10% Holdback		Total	
										230,265		25,514		255,779	
Position	Name	Rate	# of PP	Months	Annual Salary	% Allocated to Budget	Total Salary Allocated to Budget	%	Amount	%	Amount	%	Amount		
5227	Telephone/Cellular	per narrative, monthly average					\$ 1,020.00	100.0%	1,020.00			100.0%	1,020.00		
	<u>Supplies</u>														
5221	Office, computer and reproduction supplies,	monthly average			\$ 200.00	12	\$ 2,400.00	100.0%	2,400.00	-	-	100.0%	2,400.00		
5603	Disinfection & Sanitation/Cleaning Supplies	monthly average			40.00	12	\$ 480.00	100.0%	480.00			100.0%	480.00		
5219	Printing (Outside)	quarterly average			\$ 235.58	1	\$ 235.58	100.0%	235.58	-	-	100.0%	235.58		
								100.0%	-	-	-	100.0%	-		
	<u>Postage</u>														
5223	Postage Regular	quarterly average			\$ 45.00	2	\$ 90.00	100.0%	90.00			100.0%	90.00		
	<u>Equipment</u>														
5213	Equipment Lease/Rent	leased copiers at 2 school locations		x 255/ month	\$ 255.00	12	\$ 3,060.00	100.0%	3,060.00	-	-	100.0%	3,060.00		
5215	Equipment Maintenance														
	<u>Insurance</u>														
5252	Cyber Liability Insurance						\$ 150.00	100.0%	150.00	-	-	100.0%	150.00		
5250	General Insurance						\$ 4,578.41	100.0%	4,578.41	-	-	100.0%	4,578.41		
	<u>Travel</u>														
5241	Local Travel			Miles	@	tolls/parking									
				2822	0.445	\$ 78.40	\$ 1,334.19	100.0%	1,334.19	-	-	100.0%	1,334.19		



**BUDGET: PROJECTED ADMINISTRATIVE COST--MODIFIED TOTAL DIRECT**

Agency Name:	<i>Youth Co Op, Inc</i>
Project Name:	<i>Miami Dade In School Youth</i>
Period:	<i>7/1/23 - 6/30/24</i>
Funding Source:	<i>Youth Co Op, Inc</i>

	Cost Reimbursement		Holback		Total Budget		
	%	Amount	%	Amount	%	Amount	
<b>Allocation Base (Modified Total Direct):</b>		255,778.86	90%	230,264.73	10%	25,514.13	255,778.86
<b>LESS (if applicable):</b>							-
Space Lease/Rent							-
Equipment Lease/Rental		(3,060.00)		(3,060.00)			(3,060.00)
Capital Equipment		-		-			-
WFMS		(5,000.00)		(5,000.00)			(5,000.00)
Techhire summer internship		-					-
<b>Modified Total Direct Cost:</b>		247,718.86		222,204.73		25,514.13	247,718.86
5780 Indirect Cost Rate:	8.63%	\$ 21,378.14		\$ 19,176.27		\$ 2,201.87	21,378.14
<b>TOTAL ADMINISTRATIVE COST: (Cannot exceed 10% of contract award):</b>				19,176.27		2,201.87	21,378.14

**BUDGET NARRATIVE**

Agency Name: **Youth Co-Op, Inc**  
 Project Name: **Miami Dade In School Youth**  
 Period: **7/1/23 - 6/30/24**

**Program**

Each staff position is listed in the attached line item budget, including the position title, pay periods, rate to be charged to this program and the percentage of time devoted to each activity. Cost allocation was done in accordance with the approved plan. Staff incentives for performance have been allocated on a percentage of total staff salaries and will be distributed in accordance with the approved plan, taking into account individual performance and the achievement of contract goals.

**Total Salaries** **154,776.39**

**Staff Incentives:**

Youth Co-Op has a board approved performance payment plan where staff can earn up to 20% of their annual salary dependent upon their score in the performance evaluation, completion of program goals and funding availability. However, in the case of CSSF Youth Programs, the incentives amount is capped at 3% of the contract award. These incentives are distributed at year-end, after the program's performance for the year is measurable and the final earned amount is known.

**Total staff incentives and associated fringes:** **25,514.13**

**Accrued Leave**

Vacation Pay for staff who have more than 80 hours cumulative at end of contract as contingency. Vacation pay is calculated at the same rate of pay as regular time worked. The total amount is an approximation based on a percentage of the actual accrued balance as of the previous year, which varies from center to center depending on program staff salaries and seniority.

	#REF!	x	(rounded)
<b>Fringe Benefits:</b>			
Fica/Mica	7.65%	of staff salaries	11,840.39
Workman's Comp rate 2021	0.82%	of staff salaries	1,266.54
Retirement	6.50%	of staff salaries	10,060.47
Unemployment: 2.61% of \$7,000 for 2021	2.61%	first \$7000/ calendar year	309.58
Health/Dental - United Health Care & MetLife		per benefits table	29,128.14
Life/Disability Ins. - Mutual of Omaha & Principal Life		per benefits table	900.06
<b>Total Fringes</b>		<b>\$</b>	<b>53,505.16</b>

**Operating Expenses:**

**Cellular - cost allocated**

For selected program staff as needed, to be used for program related business, communications with program locations, funders etc..

	Rate	months	allocated
Youth Program Manager \$	31.29	x 12	5%
Internet Card for mobile connection		x 12	100%
Youth Counselor \$	52.15	x 12	100%
Youth Counselor \$	31.29	x 12	100%
			100%
			<b>\$ 1,020.00</b>

**Supplies**

Folders for participant records materials for resource room, testing forms, papers, binders, pens and other office, or computer supplies. Projected average per month

monthly average \$	200.00	12.00	2,400.00
monthly average \$	40.00	12.00	480.00
quarterly average \$	235.58	1.00	235.58

**Cleaning and disinfecting supplies**

Printing: Stationery, business cards, and program forms necessary to carry out program activities. Photographic supplies, supplies for copiers, excess copies, Printing of ID cards for staff as needed

quarterly average \$	45.00	2.00	90.00
quarterly average \$	255.00	x 12	3,060.00

**Postage**

Postage as needed, for communications with participants, outreach, reports to funders and/or volunteers and donors

**Equipment**

Copiers Lease and or Maintenance Agreements, one for each location

**Insurance**

Liability - Cyber (annual cost share)  
 Liability - General (annual cost share)

100%	12.50	12.00	150.00
381.53		12.00	4,578.41

**Travel**

Mileage and tolls for local meetings, home visits and workshops

miles	2,822.00	unit cost	78.40
tolls/parking			1,334.19

**Minor Equipment**  
**Capital Equipment (software and hardware)**

	Laptops for counselors prepared for remote services, complete with cameras speakers and headphones 6 x \$699	

**Computers for program staff and classroom to be procured**  
**Non-Capital Equipment (software and hardware)**

Software licenses such as Zoom, Microsoft Teams, or others as needed for virtual sessions if current restrictions continue, Estimated 5x \$10

**Staff background Checks**

Background Checks as needed, for staff, mentors or interns, range from \$24 each for basic background, plus \$40 for drug testing and \$48.25 each for level two background, or updates as required by law

Special Services	Background Checks For Staff	5230	\$	90.00	X	0
		5520	\$24.00	X	0	
	Background checks for clients, Clearinghouse and/or Worknumber verifications of credentials and academic grades and follow ups. Special Services	5520	\$4.95	X	492	2,435.00
		5520	\$10.40	X	0	
<b>Training Materials and Supplies</b>		5525	200	X	\$	6.00
1,200.00						

**Other Participant Costs**

Program/Instructional Supplies

Activities:	Units	SNACKS	COSTI/ADMISSIONS	TRANSPORT

Snacks provided to Youth participating in Work Orientation sessions (5) once emergency period is over - Pre summer work experience \$6. for

Participants Transportation (\$265. per bus)	1					
Attrition for performance not met						
<b>Operating Costs</b>						<b>\$ 16,983.18</b>

**SAMS Allocations**

	# of youth	per week rate	slots average hours
Summer Wages	0	\$	0
Summer Fringes			
Participant Incentives			
WFMS-Support Services			
Tuition and books Incentive Bonus and other support		at a cost of	
WFMS-Support Services	0	at a cost of	\$
Tech Hire Pre-App			
Tech Hire Internships			
Tech Hire Internships			
WFMS-Transportation			
Pre-Apprenticeship Summer Internships/Fringes			
Tech Hire Summer Internships and Fringes			
Tech Hire Summer Internships			
Bus passes	0	at a cost of	\$
<b>TOTAL Participant Support</b>			<b>5,000.00</b>

WFMS-Stipends

<b>TOTAL Participant Support</b>	\$	5,000.00
----------------------------------	----	----------

**Less Leases and Capital Purchases**

<b>Total Expense</b>	\$	255,778.86
	\$	(3,060.00)

**WFMS Allocations**

<b>Modified Total Direct Cost:</b>	\$	(5,000.00)
	\$	247,718.86

**ADMINISTRATIVE COST**

<b>Indirect Cost Rate:</b>	8.63%	
	\$	21,378.14

<b>TOTAL ADMINISTRATIVE COST</b>	\$	21,378.14
----------------------------------	----	-----------

**TOTAL Contract Award rounded \$ 277,157**

## Aylen Hidalgo-Gato

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**From:** Fernando Odio  
**Sent:** Friday, September 29, 2023 12:20 PM  
**To:** Aylen Hidalgo-Gato  
**Cc:** Robert Smith; Dania Roque; Kimberly Lowery; Renee Bennett  
**Subject:** Youth Co-Op PY'23 ISY Budget  
**Attachments:** 23 09 29 Youth CoOp PY23 ISY Budget TO FINANCE.xlsx; Youth CoOp PY23 ISY LOI.pdf; Youth CoOp PY23 ISY Miami Dade Budget Review Form.docx

Hi Aylen, attached for review is the Youth Co-Op PY'23 ISY Budget.

Thanks.

### Fernando Odio Contracts Officer

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

P: 305-929-1578 | F: 305-470-5519

Fernando.Odio@careersourcesfl.com  
<http://www.careersourcesfl.com>



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**From:** Sabino Iodice <[Sabino.Iodice@ycoopmail.org](mailto:Sabino.Iodice@ycoopmail.org)>  
**Sent:** Tuesday, September 19, 2023 1:54 PM  
**To:** Fernando Odio <[Fernando.Odio@careersourcesfl.com](mailto:Fernando.Odio@careersourcesfl.com)>; Dania Roque <[Dania.Roque@careersourcesfl.com](mailto:Dania.Roque@careersourcesfl.com)>; Kimberly Lowery <[Kimberly.Lowery@careersourcesfl.com](mailto:Kimberly.Lowery@careersourcesfl.com)>  
**Cc:** Clyde Felix <[Clyde.Felix@ycoopmail.org](mailto:Clyde.Felix@ycoopmail.org)>  
**Subject:** FY24 Budgets for Miami Dade in and out of school

**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 All,

Attached please find the FY24 budgets for Miami Dade In School and Out of School. As always, please let us know if you have any questions or concerns. Thank you.

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

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

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

WFMS  
ALLOCATIONS  
&  
BREAKDOWN





# Fiscal Summary Breakdown - CSSF

Fiscal Period: FP23-24

Provider: Youth

Location: Youth Co-Op In School Youth - ISY

Funding: CL, NDWG TE2, DWRR, DWRR NE, DWRR1415, DWRR1516, DWRR1617, DWRR1718, DWRR1819, DWRR1920, DWRR2021, DWRR2122, DWRR2223, DWRR2324, EMT, AD, EWT, DL, EMT, NEG, NDWG TE, NDWG PWE, OJTAD, OJTRR, OJTDW, SPC, OJTAD, SPC, PWEAD, PWEDW, PWERR, PWEVT, PWE, 4, PWES, 4, PA, 4, PCIO, 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, MG, SYEP, OL, TAA, WT, AD, NE, AD1415, AD1516, AD1617, AD1718, AD1819, AD1920, AD2021, AD2122, AD2223, AD2324, DL, DL\_NE, DL1415, DL1516, DL1617, DL1718, DL1820, 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	Trans	SS		
<b>Youth Co-OP - Youth Co-Op In School Youth - ISY</b>															
4	53,266.00	800.00	-16,955.00	0.00	168.75	0.00	-0.00	0.00	0.00	0.00	0.00	53,266.00	631.25	-16,955.00	
4_PSS	0.00	0.00	-5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	
PWE_4	105,532.00	0.00	0.00	3,486.48	0.00	0.00	0.00	0.00	177.63	0.00	102,887.89	0.00	0.00	0.00	
SYEP_HS	49,895.12	0.00	0.00	38,116.63	0.00	0.00	0.00	0.00	0.00	0.00	11,882.49	0.00	0.00	0.00	
SYEP_OL	36,549.88	0.00	0.00	15,860.72	0.00	0.00	15,860.72	0.00	0.00	0.00	22,889.16	0.00	0.00	0.00	
SYEP_IV	66,340.08	0.00	0.00	13,746.50	0.00	0.00	13,746.50	0.00	0.00	0.00	54,593.58	0.00	0.00	0.00	
<b>Total: \$</b>	<b>316,887.08</b>	<b>800.00</b>	<b>-21,955.00</b>	<b>71,190.33</b>	<b>168.75</b>	<b>0.00</b>	<b>29,607.22</b>	<b>0.00</b>	<b>177.63</b>	<b>0.00</b>	<b>245,319.12</b>	<b>631.25</b>	<b>-21,955.00</b>		

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Printed On: 9/29/2023 2:17:51 PM  
*After*  
 Initial Budget  
 WFM's Adjust.



**WFMS Allocation Detail Report**

Service Provider:	YOUTH CO-OP
Program :	ISY
Index Code:	22304
Program Year:	23-24
Last Date Updated:	9/29/2023

**TRAINING**

Date	Grant ID	Allocation Description	WFMS Allocations	Comments
6/30/2023	4	Classroom Training 30%	\$53,266.00	Initial PY 23-24 WFMS Allocations
<b>Total 4</b>			\$53,266.00	
6/30/2023	PWE 4	PWE 60 %	\$106,532.00	Initial PY 23-24 WFMS Allocations
<b>Total PWE_4</b>			\$106,532.00	

**TRANSPORTATION**

Date	Grant ID	Allocation Description	WFMS Allocations	Comments
8/3/2023	4	Transfer to Transportation	\$800.00	Transfer from Supportive Services
<b>Total 4</b>			\$800.00	
<b>TRANSPORTATION TOTAL</b>			<b>\$800.00</b>	

**SUPPORTIVE SERVICES**

Date	Grant ID	Allocation Description	WFMS Allocations	Comments
6/30/2023	4	Supportive Services 10%	\$17,755.00	Initial PY 23-24 WFMS Allocations
8/3/2023	4	Transfer to Transportation	(\$800.00)	Transfer to Transportation
<b>Total 4</b>			\$16,955.00	
9/29/2023	4_PSS	Incentive Budget line	\$5,000.00	Initial Budget 22305/ WFMS Adjustments
<b>Total 4_PSS</b>			\$5,000.00	
<b>SUPPORTIVE SERVICES TOTAL</b>			<b>\$21,955.00</b>	

**SPECIAL PROGRAMS**

Date	Grant ID	Allocation Description	WFMS Allocations	Comments
7/6/2023	SYEP_WT	City of Opa-Locka SYEP	\$	City of Opa-Locka 52288 06/12/23 - 08/11/23
8/4/2023	SYEP_WT	City of Opa-Locka SYEP Correction	\$ 50,000.00	Board Agenda 8E/04/20/2023 TANF Portion
8/4/2023	SYEP_WT	City of Opa-Locka SYEP Correction	(\$896.52)	Correction: Transfer to PY 22-23 services provided for 3 participants for 3 participants for TANF funding.
8/4/2023	SYEP_WT	City of Opa-Locka Initial Budget Adjustments	(\$13,079.20)	City of Opa-Locka 52288 Initial Budget Adjustments
9/6/2023	SYEP_WT	City of Opa-Locka Initial Budget Correction	\$2,824.24	Budget Initial Correction City of Homestead 52220
7/6/2023	SYEP_WT	City of Homestead SYEP	\$	City of Homestead 52220 06/12/23 - 08/11/23
7/6/2023	SYEP_WT	City of Homestead SYEP	\$ 50,000.00	Board Agenda 7D 06/26/2023 TANF Portion
7/6/2023	SYEP_WT	City of Homestead SYEP	(\$20,508.64)	Budget Initial Adjustments City of Homestead 52220
<b>Total SYEP TANF</b>			\$ 68,339.88	Board Agenda 7D 06/26/2023 TANF Portion
7/6/2023	SYEP_HS	City of Homestead SYEP	\$	City of Homestead 52220 06/12/23 - 08/11/23
9/6/2023	SYEP_HS	City of Homestead SYEP WFMS Adjustments	(\$0.88)	Board Agenda 7D 06/26/2023 Initial Budget Correction
<b>Total SYEP_HS</b>			\$49,998.12	
7/6/2023	SYEP_OL	City of Opa-Locka SYEP	\$	City of Opa-Locka 52288 06/12/23 - 08/11/23
8/4/2023	SYEP_OL	City of Opa-Locka SYEP Correction	\$ 47,908.12	Board Agenda 8E/04/20/2023 City of Opa locka Portion
8/4/2023	SYEP_OL	City of Opa-Locka SYEP Correction	\$896.52	Corrections transfer from PY 22-23 to PY23 23. The funding was not utilized on PY 22-
8/4/2023	SYEP_OL	City of Opa-Locka Initial Budget Adjustments	(\$13,079.20)	City of Opa-Locka 52288 Initial Budget Adjustments
9/6/2023	SYEP_OL	City of Opa-Locka Initial Budget Correction	\$2,824.24	Budget Initial Correction
<b>Total SYEP_OL</b>			\$ 38,549.68	

ANNUAL CERTIFICATION

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

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

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

Youth Co-Op, Inc. Printed Name of Firm

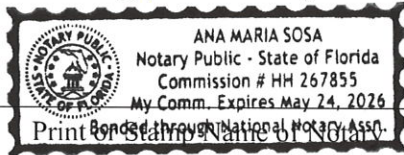
7875 NW 12 Street, Suite 200, Doral, FL 33126 Address of Firm

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

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

[Signature] Signature of Notary

267855 Serial Number



5/24/2026 Expiration Date











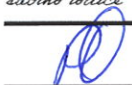
Notary Public - State of Florida

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

**ORGANIZATIONAL RESPONSIBILITIES**

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

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

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

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

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



**YOUTH CO-OP INC.**  
A NON PROFIT ORGANIZATION  
Serving South Florida Since 1973

October 13, 2023

Mr. Rick Beasley  
Executive Director  
South Florida Workforce Investment Board  
d/b/a CareerSource South Florida  
7300 Corporate Center Drive, Suite 500  
Miami, Florida 33126

Dear Mr. Beasley,

By way of this letter, we wish to formally advise that Youth Co-Op's main office has relocated to:

7875 NW 12<sup>th</sup> Street, Suite 200, Doral, FL 33126

Our phone number remains 305-643-6730.

We would appreciate South Florida Workforce noting this information in its records. Should there be any questions, or if we can be of assistance in any way, please let me know.

Best regards

Connie Perez-Borroto  
President

**5040 NORTHWEST 7<sup>th</sup> STREET, #300 ♦ MIAMI, FLORIDA 33126 ♦ TEL. (305) 643-6730 ♦ FAX (305) 643-1908**

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