

September 20, 2023

Mr. Harriet S. Stricklen, President
Altrian, Inc.,
1031 Ives Dairy Rd. Suite 228
Miami, Florida 33179

Dear Mr. Stricklen:

Attached please find the **Staff Services Agreement** between the **South Florida Workforce Investment Board (SFWIB)** and **Altrian, Inc.**, for the provision of staffing services for the period of **July 1, 2023 through June 30, 2024**.

Please sign and date the Agreement and return scanned to the attention of Dania Roque, Contracts Officer.

Once the Agreement is executed, we will return the executed scanned original to you. Should you have any questions, please contact Ms. Roque at (305) 929-1626.

Sincerely,



Ylan Perrin
Assistant Director, Administration
South Florida Workforce Investment Board
d/b/a CareerSource South Florida

Attachments

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

STAFFING SERVICES AGREEMENT
Index Code 82368

THIS STAFFING SERVICES AGREEMENT (hereinafter “**Agreement**” or “**Contract**”) is made and entered into by and between the **South Florida Workforce Investment Board d/b/a CareerSource South Florida** (hereinafter the “**SFWIB**” or “**CSSF**”) and **Altrian, Inc.** (hereinafter “**Altrian**” or “**Contractor**”) individually referred to as the “**Party**” or collectively referred to as the “**Parties**.”

WITNESSETH:

WHEREAS, the SFWIB requires temporary staff (hereinafter “**Assigned Employees**”) to be provided on an as needed basis to support the goals and objectives of the SFWIB;

WHEREAS, the SFWIB has selected **Altrian** as a non-exclusive staffing supplier and **Altrian** has agreed to provide recruiting and payroll services to the SFWIB as set forth in this Agreement; and

WHEREAS, **Altrian** is qualified and experienced to provide such recruiting and payroll services and is duly authorized to operate in the state of Florida.

THEREFORE, in consideration of the mutual terms, conditions, promises, covenants, and payments hereinafter set forth, the Parties agree as follows:

ARTICLE 1
EFFECTIVE TERM

This Agreement shall commence upon **July 1, 2023**, irrespective of the date of execution, and terminate at the close of business on **June 30, 2024**, unless earlier terminated as provided below.

The SFWIB may, in the SFWIB’s sole discretion, renew this Agreement for up to two (2) additional one (1) year periods contingent upon satisfactory performance and availability of funding to the SFWIB and upon such terms and conditions as both Parties agree to in writing.

ARTICLE 2
STATEMENT OF WORK

The Contractor shall perform all of the work set forth in **Exhibit A, Statement of Work**, attached hereto and incorporated herein. No changes in the Statement of Work shall be made unless such changes are mutually agreed upon by the Parties in writing.

ARTICLE 3
PAYMENT TERMS, BILL RATES AND FEES

The SFWIB shall pay **Contractor** for its services according to the rates set forth in **Exhibit A, Attachment 2, Pay Rate Table** attached hereto and incorporated herein, and according to the terms set forth below.

- **Contractor** shall invoice the SFWIB for services provided under this Agreement on a monthly basis unless otherwise agreed by the SFWIB and **Contractor**. **Contractor** shall submit invoices via electronic mail to the SFWIB’s Finance Department at cssf_ap@careersourcesfl.com.

Contractor shall submit a separate itemized invoice to the SFWIB for Assigned Employees who will partake in the approved SFWIB medical, dental and vision insurance plans. Said invoices shall designate the type of insurance, premiums, and plan coverage costs, per staff location.

The SFWIB shall pay all proper invoices within thirty (30) business days of receipt. Original invoices itemizing services rendered, per location, shall be supported by each properly authorized time sheet pertaining to payroll cycle worked by each of the Assigned Employees and an itemized Payroll Register, which includes wage payments, benefits, and withholdings for the payroll for which reimbursement is requested. If any portion of the invoice is disputed, the SFWIB

shall pay the undisputed portion. A separate bi-weekly report will also be submitted by **Contractor** indicating the charges incurred for staff payroll by location.

Assigned Employees are presumed to be non-exempt from laws requiring for overtime, holiday work, or weekend work. **Contractor** will charge the SFWIB special rates for overtime only when an Assigned Employee’s work on assignment to the SFWIB, viewed by itself, would legally require overtime pay and the SFWIB has authorized, directed, or allowed, in writing, the Assigned Employee to work such overtime. The SFWIB will be responsible for paying overtime wages when an Assigned Employee, authorized, directed or allowed by the SFWIB in writing, has worked more than forty (40) weekly hours (Monday to Sunday) for the SFWIB. The overtime bill rate is calculated at one and one-half (1.5) times of the regular bill rate.

- The Contractor shall not require employees to perform services to the SFWIB on holidays officially observed by Miami-Dade County (the “County”), unless such services are approved in writing by the SFWIB. If such services are required on official holidays observed by the County, the SFWIB will notify the Contractor in advance. Holidays shall be billed at the regular billing rates for the specified position. No additional allowances will be given for holidays worked.
- Holidays shall be billed at the regular billing rates for the specified position as set forth in **Exhibit A, Attachment 2, Pay Rate Table**. No additional allowances will be given for Holidays worked.
- Overtime may be billed by the Contractor only if the overtime hours were previously approved in writing by the SFWIB and after the assigned employee has worked forty (40) hours in a calendar week.

The SFWIB, as a governmental entity, shall not be responsible for federal, state, and local taxes levied or assessed in connection with services performed by **Contractor** under this Agreement.

Altrian, Inc. Pricing Information		
Services	Mark-Up Rate	Effective Date
Temporary Staffing Services National Dislocated Worker Grant (NDWG)	See Table Below	July 1, 2023 – June 30, 2024*

*Rates are effective upon submittal of quote

Group A	Mark-up Regular	Mark-up Overtime
	Insert Percentage Amounts	Insert Percentage Amounts
FICA	7.65	
MICA	1.45	
FUTA	6	
SUTA	5.4	
Workers Compensation	1.5	
Administrative Costs	10	
Other Fees	0	
Other Fees	0	
TOTAL	32	32

Group B	Mark-up Regular	Mark-up Overtime
	Insert Percentage Amounts	Insert Percentage Amounts
FICA	7.65	
MICA	1.45	
FUTA	6	
SUTA	5.4	
Workers Compensation	1.5	
Administrative Costs	10	

Other Fees	0	
Other Fees	0	
TOTAL	32	32

Group C	Mark-up Regular	Mark-up Overtime
	Insert Percentage Amounts	Insert Percentage Amounts
FICA	7.65	
MICA	1.45	
FUTA	6	
SUTA	5.4	
Workers Compensation	1.5	
Administrative Costs	10	
Other Fees	0	
Other Fees	0	
TOTAL	32	32

**ARTICLE 4
PRIOR AGREEMENTS**

4.1 This Agreement and its attachments and exhibits incorporate all prior negotiations, correspondence, conversations, agreements, and understandings, whether oral or written, applicable to the matters contained herein and the Parties agree that there are no other commitments, agreements or understandings concerning the subject matter of this Agreement which are not contained in this Agreement or in its attachments and exhibits. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

The following Attachments and Exhibits are incorporated into this Agreement:

<u>Type</u>	<u>Description</u>
Attachment 1	The Florida Department of Economic Opportunity Memorandum dated July 1, 2021
Attachment 2	Trafficking Victims Protection Act of 2000
Attachment 3	Assurances and Certifications
Attachment 4	Certification Regarding Environmental Tobacco Smoke
Attachment 5	Assurances-Non-Construction Programs
Attachment 6	Code of Business Ethics Affidavit
Attachment 7	Certification Regarding the Florida Clean Indoor Air Act
Attachment 8	Confidentiality Agreement
Attachment 9	Individual Non-Disclosure and Confidentiality Form
Attachment 10	Disclosure and Certification of Conflict of Interest in a Contract
Exhibit A	Statement of Work
(Exhibit A) Attachment 1	Job Descriptions
(Exhibit A) Attachment 2	Pay Rate Table
Exhibit B	Annual Certification

4.2 The Parties acknowledge that any of the obligations in this Agreement will survive the term, termination or cancellation hereof.

**ARTICLE 5
CONDITIONS PRECEDENT**

The Contractor shall provide to the SFWIB, prior to commencement of performance under this Contract, the following documentation:

1. Articles of Incorporation and Corporate By-Laws (If Applicable).
2. Board of Directors Requirements. A formal resolution from the Contractor’s Board of Directors or other document from its governing body authorizing execution of the Contract with the SFWIB to ensure that the Contractor’s governing body is apprised of the fiscal, administrative, and contractual obligations of the services funded through the SFWIB.
3. Certificate of Corporate Status, if a Corporation. A certificate of status in the name of the Contractor, which certifies the following: that the Contractor is organized under the laws of the state of Florida or another state and registered to do business in the state of Florida; that all fees and all penalties fees, related to filing of registration, re-instatement, renewal, etc., have been paid; that the Contractor’s most recent annual report has been filed; that Contractor’s status is active; and that the Contractor has not filed Articles of Dissolution with the state of Florida or another state.
4. Limited Liability Company (“LLC”) Affidavit (If Applicable).
5. W-9 – Request for Taxpayer Identification Number and Certification. The Contractor shall ensure that a current form W-9 is provided to the SFWIB prior to the execution of this Agreement.

ARTICLE 6 INSURANCE

- 6.1 The Contractor shall maintain the required insurance as specified below, and shall provide to the SFWIB, proof of such insurance in compliance with the timelines identified in Section 6.2b below. The SFWIB shall not disburse any funds until the SFWIB is provided with the necessary certificate(s) of insurance, the SFWIB has approved such document(s), and executed the Contract. Such insurance policies shall be in the amounts indicated below:
- a. Commercial General Liability Insurance:
 - i. Contractor shall secure occurrence-based commercial general liability (“CGL”) insurance provided by a policy with coverage at least as broad as an unendorsed ISO CG 00 01 12 04 form, including, but not limited to, coverage for premises, operations and products/completed operations. Contractor shall ensure that the limits are at least \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$2,000,000 products and completed operations aggregate. Commercial umbrella or excess liability insurance on a follow-form basis may be used to satisfy the required liability limits if the primary limits are insufficient.
 - ii. Contractor shall ensure that the SFWIB and its directors, officers, employees and agents, are covered as additional insureds without limitation for the CGL policy. Contractor shall provide primary coverage for additional insureds. Contractor shall ensure that coverage other than CGL insurance available to the SFWIB is in excess of Contractor’s coverage. Such coverage cannot be called upon to contribute to defense or settlement of claims until Contractor’s coverage has been exhausted by defense or settlement of claims arising out of or related to Contractor’s performance of the Contract.
 - b. Worker’s Compensation Insurance: For each person employed or enrolled by the Contractor, the Contractor shall secure worker’s compensation insurance, including, but not limited to, insurance for participants enrolled in occupational skills training or employability skills training programs and projects. Worker’s compensation insurance shall be secured in an amount that is consistent with Chapter 440, Florida Statutes. In cases of participant work experience, the State of Florida covers worker’s compensation for Florida Department of Economic Opportunity (“DEO”) funded work experience programs administered pursuant to section 445.009(11), Florida Statutes. If worker's compensation insurance cannot be secured for participants, an alternative insurance approved in advance and in writing by the SFWIB must be secured.
 - c. Employer’s Liability Insurance: The Contractor shall secure employer’s liability insurance with a limit of no less than \$100,000 bodily injury each accident, \$100,000 bodily injury by disease each employee and \$500,000 policy limit for bodily injury by disease, on behalf of and in the name of the Contractor.

d. Worker's Re-employment Assistance (formerly Unemployment Compensation) Insurance (RAI):

The Contractor shall secure worker's re-employment assistance insurance in accordance with federal and state laws for each person it employs. The Contractor shall submit the following documents:

- i. A copy of the two most recent RT-6 reports (or RT-29 if applicable), submitted to the state of Florida.
- ii. Proof that RAI taxes were paid to the state of Florida in the two most recent quarters:
 - Tax summary page or tax impound pages from your P.E.O., or
 - Bank statements showing payments/electronic funds transfers to the State, or
 - Copies of canceled checks

Ensure that the amounts indicated in the proofs of payment match the amount totals of the RT-6/RT-29 reports.

6.2 Submission of the Insurance to the SFWIB:

- a. The Contractor shall secure all insurance required under this Contract **prior to the provision of services under the Contract.**
- b. **All Policies and Certificates of Insurance must be in the possession of the SFWIB prior to the execution of the Contract.** If the Contractor secures any of the insurance policies, which have effective dates that are after the beginning effective period of the Contract, then **the beginning effective period of the Contract shall be equal to the effective date of the latest insurance policy secured by the Contractor.**
- c. The Contractor may not incur any costs prior to the effective period of the Contract. If such costs are incurred, they are the sole responsibility of the Contractor and may not be reimbursed through any funds awarded by the SFWIB.
- d. All insurance policies secured by the Contractor must be issued by companies authorized to do business in the state of Florida, with the following qualifications:
 - i. The company must be rated not less than "A" as to management; and not less than Class "VII" as to financial strength by the latest edition of Best's Insurance Guide, published by A. M. Best Company, Inc., Oldwick, New Jersey, or its equivalent, subject to the approval of the SFWIB;

or

- ii. The company shall hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized to do Business in Florida," issued by the state of Florida Department of Insurance and shall be members of the Florida Guaranty Fund.
- e. All certificates of insurance submitted to the SFWIB must provide the following information:
 - i. The agency/individual/position that is insured/bonded;
 - ii. The amount of the bond or insurance policy;
 - iii. The beginning effective date of the policy and the expiration date of the policy;
 - iv. A statement, which ensures that the SFWIB will be notified of any cancellation of the policy at least thirty (30) days prior to said cancellation; and
 - v. A statement naming the **SFWIB as the Loss-Payee or as an additional party insured with respect to each of the coverages required by this Contract** set forth in sections 1-a, 1-b and 1-c above.

6.3 If an insurance policy is cancelled during the effective period of the Contract, the SFWIB shall withhold all payments from the Contractor until a new certificate of insurance is submitted and accepted by the SFWIB. The new insurance policy must cover the period commencing from the date of cancellation of the prior insurance policy.

6.4 If the Contractor fails to secure the required insurance as a result of such cancellation within ten (10) calendar days after the effective date of cancellation, the SFWIB may immediately terminate the Contract.

- 6.5 The Contractor shall notify, in writing, the SFWIB of any changes in insurance coverage, including, but not limited to, any renewals of existing insurance policies, not later than ten (10) days prior to the effective date of the changes.
- 6.6 Upon review of the Contractor's **Statement of Work, Exhibit A**, the SFWIB may increase, waive or modify, in writing, any of the foregoing insurance requirements. Any request by a Contractor to decrease, waive or modify any of the foregoing insurance requirements must be approved, in writing, by the SFWIB prior to any such decrease, waiver or modification.
- 6.7 The SFWIB may require the Contractor to furnish additional or different insurance coverage, or both, as may be required from time to time pursuant to applicable law. Provision of insurance by the Contractor, in no instance, shall be deemed to be a release, limitation, or waiver of any claim, cause of action or assessment that the SFWIB may have against the Contractor for any liability of any nature or of any kind related to performance under this Contract or otherwise.

ARTICLE 7 ASSURANCE OF COMPLIANCE

The Contractor assures that it is currently in compliance with, and shall maintain and ensure its compliance, as applicable, with federal, state, and local laws, which include, but are not limited to, adherence to IRS rules and regulations requiring timely filing of tax returns and payment of payroll taxes, as applicable, throughout the term of this Agreement.

ARTICLE 8 EMPLOYMENT ELIGIBILITY VERIFICATION

- 8.1 Pursuant to Executive Order 11-116, signed May 27, 2011, by the Governor of Florida, the Contractor shall:
- 8.1.1 Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the Contract term; and
 - 8.1.2 Include in all subcontracts under this Contract, the requirement that subcontractors performing work or providing services pursuant to this Contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the term of the subcontract.
- 8.2 **E-Verify** is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States after the effective date of the required E-Verify Memorandum of Understanding (MOU); the responsibilities and elections of federal contractors, however, may vary, as stated in Article II.D.1.c. of the MOU. There is no charge to employers to use E-Verify.
- 8.3 The Department of Homeland Security's E-Verify system can be found at:
http://www.dhs.gov/files/programs/gc_1185221678150.shtm
- 8.4 If the Contractor does not have an E-Verify MOU in effect, the Contractor must **enroll in the E-Verify system prior to hiring any new employee** after the effective date of this Contract.

ARTICLE 9 IMMIGRATION REFORM AND CONTROL ACT

The Contractor shall comply with the requirements of the Immigration Reform and Control Act of 1986, which requires employment verification and retention of verification forms for individuals who are hired and will perform services under the Contract.

ARTICLE 10 THE FAIR LABOR STANDARDS ACT (29 U.S.C. §201 ET.SEQ.)

The Contractor shall comply with the Fair Labor Standards Act of 1938, as amended (29 U.S.C. §201 et. Seq.).

The Contractor shall be required to compute the wages of every Assigned Employee on the basis of a standard work week of forty (40) hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and one-half (1.5) times the basic rate of pay for all hours worked in excess of forty (40) hours in the work week.

ARTICLE 11 AFFORDABLE CARE ACT

The Contractor shall comply with all provisions of the Affordable Care Act applicable to assigned employees, including the employer's shared responsibility relating to the offer of "minimum essential coverage" to all full time employees. Insurance coverage shall, at a minimum, meet state and federal requirements.

ARTICLE 12 CONFLICTS AND CODES OF CONDUCT

The Contractor shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her domestic partner, or an organization which employs or is about to employ any of the Parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements.

The Contractor shall comply with the Miami-Dade County, Conflict of Interest and Code of Ethics Ordinance codified at Section 2-11.1 et al. The Contractor shall set and/or adopt standards of conduct which describe obligations under Section 2-11.1 et al. and provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Contractor. The Contractor shall submit a **Code of Business Ethics Affidavit, Attachment 6**, attached hereto and incorporated herein by reference as if fully set forth herein stating the Contractor has adopted a Code that complies with the requirements of Sec. 2-8.1 of the Code of Miami-Dade County.

ARTICLE 13 GRATUITIES

The Contractor shall not accept a gift from, offer to give, or give any gift to any **SFWIB member, SFWIB employee, SFWIB approved Vendor**, or to any **family member** of an SFWIB member, SFWIB employee, or SFWIB approved Vendor.

The term "family member" includes, but is not limited to father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandfather, grandmother, grandson, granddaughter and domestic partner.

The term "gift" shall refer to the transfer of anything of economic value, whether in the form of money, service, loan, travel, food, beverage, entertainment, hospitality, item or promise, or in any other form, without adequate and lawful consideration.

Violation of this provision will constitute a breach of this Contract. In addition to any other remedies available to the SFWIB, any violation of this provision will result in referral of the Contractor's name and description of the violation of this term to the state of Florida, Department of Management Services for the potential inclusion of the Contractor's name on the suspended vendors list for an appropriate period. This provision will survive the Contract for a period of two (2) years after its expiration or termination.

ARTICLE 14 ASSIGNMENT AND SUBCONTRACTING

The Contractor shall not assign, transfer, or encumber this Contract or any rights accruing hereunder in whole or in part without the express written authorization of the SFWIB, which authorization may be withheld in the sole discretion of

the SFWIB.

Additionally, the Parties hereto agree that no subcontract shall be entered into under or pursuant to this Contract without the prior written approval of the SFWIB, with said prior written approval issued at the sole discretion of the SFWIB.

ARTICLE 15 APPLICABLE LAW AND VENUE

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any legal controversies or legal issues arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to and resolved under the jurisdiction of the state courts of the Eleventh Judicial Circuit of Miami-Dade County, Florida, to the exclusion of all others.

ARTICLE 16 UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

The Contractor shall comply with 2 CFR Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 78 FR 78590-01 (Dec. 26, 2013), as supplemented by 2 CFR Part 2900 (December 19, 2014).

ARTICLE 17 TERMINATION

- 17.1 Termination for Cause Including Default and Breach of Contract. The SFWIB may terminate this Contract, for default and breach of Contract, including, but not limited to, for the reasons identified in **Article 18, Breach of Contract**. In the event of termination of this Contract for cause, any payments to the Contractor shall be determined based upon the provisions of **Article 19-Breach of Contract: SFWIB Remedies**. Rule 60A-1.006(3), F.A.C., governs the procedure and consequences of default. The Contractor shall continue to perform any work not terminated. The SFWIB's rights and remedies in this clause are in addition to any other rights and remedies provided by law or under the Contract. If SFWIB terminates the Contract for default, the Contractor shall not be entitled to recover any cancellation charges, consequential damages, indirect costs, or lost profits.
- 17.2 Termination for Circumstances Beyond the Contractor's Control. Either Party may terminate this Agreement for circumstances beyond the Contractor's control including, but not limited to, labor disputes, strikes, fire, riot, war, terrorism, acts of God, or any other causes beyond the control of the Parties. In the event of termination of this Contract under this provision, neither Party will be responsible for failure nor delay in performance of this Contract. Such failure or delay in performance will not result in any additional charge or costs, under this Contract, to either Party. The Party seeking termination of the Contract under this provision shall provide prompt notice of termination to the other Party. In no event shall notice be provided later than thirty (30) days after the occurrence triggering termination.
- 17.3 Termination without Cause. The SFWIB may terminate this Contract without cause by providing thirty (30) days' prior written notice to the Contractor. The Contractor shall be entitled to receive compensation for services performed in accordance with the conditions set forth herein through and including the date of termination. However, the SFWIB shall not be liable for any expenses incurred by the Contractor after the effective date of termination of this Contract. The Contractor shall not be entitled to recover any cancellation charges, lost profits, indirect costs, or consequential damages incurred as a result of said termination.
- 17.4 Termination Due to the Lack of Funds. If funds received by SFWIB to finance this Contract become unavailable or if federal or state funds upon which this Contract is dependent are withdrawn or redirected, the SFWIB, in its sole discretion, may terminate this Contract upon no less than twenty-four (24) hours' notice, in writing, to Contractor. Said notice must be delivered by certified mail, return receipt requested or in person with proof of delivery. The SFWIB shall be the final authority as to the availability of funds and may not reallocate funds earmarked for this Contract to another program thus causing "lack of funds." In the event of termination of this

Contract due to the lack of funds, the SFWIB shall compensate the Contractor for any work completed in accordance with the terms of the Contract prior to the date of the notification of termination. The Contractor shall not be entitled to recover any cancellation charges, consequential damages, indirect costs, or lost profits as a result of a termination due to the lack of funds.

ARTICLE 18 BREACH OF CONTRACT

- 18.1. If the Contractor fails to comply, in whole or in part, with any provision of the Contract, such failure constitutes a breach of the Contract. A non-exhaustive list of breaches of this Contract is as follows:
- 18.1.1 The Contractor fails, in whole or in part, to provide the goods or services set forth in the solicitation, **Statement of Work, Exhibit A**, or other attachments or exhibits;
 - 18.1.2 The Contractor refuses to allow the SFWIB full access to records;
 - 18.1.3 The Contractor attempts to meet the Contractor's obligations under this Contract through fraud, misrepresentation or material misstatement;
 - 18.1.4 The Contractor fails to meet the terms and conditions of any obligation under any contract or otherwise or any repayment schedule to the SFWIB or any of its agencies or instrumentalities;
 - 18.1.5 The Contractor fails to fulfill in a timely and proper manner any and all of Contractor's obligations, covenants and agreements set forth in this Agreement; and
 - 18.1.6 The Contractor fails to maintain and ensure its compliance, as applicable, with federal, state, county, and local laws, which include, but are not limited to, adherence to IRS rules and regulations requiring timely filing of tax returns and payment of payroll taxes, as applicable, throughout the term of this Contract or any other contractual agreement the Contractor has with the SFWIB.
- 18.2. Waiver of breach of any provisions of this Contract by the SFWIB shall not be deemed to be a waiver of any other breach of any other provision and shall not be construed to be a modification of this Contract.

ARTICLE 19 BREACH OF CONTRACT: SFWIB'S REMEDIES

- 19.1 If the Contractor breaches this Contract, the SFWIB may pursue any or all of the following remedies:
- 19.1.1. The SFWIB may terminate this Contract by providing written notice to the Contractor of such termination and specifying the effective date thereof. In the event of termination, the Contractor shall, upon the SFWIB's request: (a) return all finished or unfinished documents, data studies, surveys and reports prepared or obtained by the Contractor with the SFWIB's funds under this Contract; (b) reimburse any funds the SFWIB awarded to the Contractor, which were not lawfully expended, under this Contract; and (c) terminate or cancel any other contracts entered into between the SFWIB and the Contractor. The Contractor shall be responsible for all program and administrative costs associated with such termination, in addition to the SFWIB's attorneys' fees and costs;

The SFWIB may suspend payment, in whole or in part, under this Contract by providing written notice to the Contractor of such suspension and specifying the effective date thereof. All payments to the Contractor as of the effective date of suspension shall cease. On the effective date of suspension, if requested by the SFWIB, the Contractor shall immediately cease to provide services pursuant to this Contract. If payments are suspended, the SFWIB shall specify in writing the actions that shall be taken by the Contractor as a condition precedent to resumption of payments and shall specify a date for compliance. The SFWIB may also suspend any payments, in whole or in part, under any other contracts entered into between the SFWIB and the Contractor. The Contractor shall be responsible for all program and administrative costs associated with such suspension, in addition to the SFWIB's attorneys' fees;

- 19.1.2. The SFWIB may seek enforcement of this Contract by any action at law or equity available to the SFWIB, including, but not limited to, filing an action in a court of competent jurisdiction. The venue of any such action shall be in Miami-Dade County, Florida. The Contractor shall be responsible for all program and administrative costs of the SFWIB associated with such enforcement, in addition to the SFWIB's attorneys' fees and costs through final resolution of the matter including appeal;
- 19.1.3. If, for any reason, the Contractor attempts to meet Contractor's obligations under this Contract through fraud, misrepresentation or material misstatement, the SFWIB may, whenever the SFWIB deems it to be in the SFWIB's best interest, terminate this Contract by providing written notice to the Contractor of such termination and specifying the effective date thereof. In such case, the SFWIB may terminate or cancel any other contracts the Contractor has with the SFWIB. The Contractor shall be responsible for all of the SFWIB's program and administrative costs associated with any such termination or cancellation, in addition to the SFWIB's attorneys' fees. Any contractor who attempts to meet its contractual obligations with the SFWIB through fraud, misrepresentation or material misstatement may be debarred from the SFWIB contracting for a period not to exceed five (5) years; or
- 19.1.4. Any other remedy available at law or equity or administratively.

ARTICLE 20 NOTICES

It is understood and agreed between the Parties that written notice shall be mailed or delivered to the addresses set forth below and same shall be effective upon mailing or hand delivery. The Parties designate the following:

For South Florida Workforce Investment Board:

Rick Beasley
Executive Director
South Florida Workforce Investment Board
7300 Corporate Center Drive, Suite 500
Miami, Florida 33126-1234

For Altrian, Inc.:

Harriet S. Stricklen, President
Altrian, Inc.
1031 Ives Dairy Rd., Suite 228
Miami, Florida 33179

ARTICLE 21 FLORIDA PUBLIC RECORDS LAW

21.1 Florida Public Records Law

- 21.1.1 The Contractor shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by the Contractor in connection with this Contract, except that public records which are made confidential or exempt from public record disclosure by law must be protected from disclosure and include, but is not limited to criminal history information derived from the U.S. Department of Justice. The Contractor's failure to allow such public access shall result in the immediate termination of this Contract or any renewal. The Contractor shall maintain public records stored in electronic record keeping systems in accordance with Chapter 119, Florida Statutes, and Rule IB-26.003 of the Florida Administrative Code.
- 21.1.2 Pursuant to section 119.0701, Florida Statutes, the Contractor shall:
- (a) Keep and maintain public records required by the SFWIB to perform the services;
 - (b) Upon request from the SFWIB's custodian of public records, provide the SFWIB with a copy of the requested records or allow the records to be inspected or copied within a

reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law;

- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the SFWIB; and
- (d) Meet all requirements for retaining public records and transfer to the SFWIB, at no cost to the SFWIB, all public records created, received, maintained and or directly related to the performance of this Contract that are in possession of the Contractor upon termination of this Contract. Upon termination of this Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the SFWIB, upon request from the SFWIB's custodian of public records, in a format that is compatible with the SFWIB's information technology systems.

21.1.3 For purposes of this Section, the term "public records" shall mean all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of the SFWIB's official business.

21.1.4 **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

Via e-mail: recordsrequest@careersourcesfl.com
Office of the Executive Director. Telephone: 305-929-1500
South Florida Workforce Investment Board
The Landing at MIA
7300 Corporate Center Drive, Suite 500
Miami, Florida 33126-1234

21.1.5 In the event the Contractor does not comply with the public records requirements set forth in section 119.0701, Florida Statutes and this **Article 21** of this Agreement, the SFWIB shall avail itself of the remedies set forth in **Article 17-Termination, Article 18-Breach of Agreement, and Article 19-Breach of Agreement: SFWIB's Remedies of this Agreement.**

21.1.6 A Contractor who fails to provide the public records as required by law, within a reasonable time, may also be subject to penalties under section 119.10, Florida Statutes.

21.2 Confidentiality of Records

21.2.1 The Contractor shall maintain the confidentiality of any information regarding program participants that identifies or may be used to identify program participants and which may be obtained through proposal forms, interviews, tests, reports from public agencies or counselors, or any other source. The Contractor shall not divulge such information, including but not limited to social security numbers, demographic data (race/ethnicity, sex, age, and disability status), employment services records, supplemental nutrition assistance program records, job corps records, migrant and seasonal farm worker records, North American Free Trade Agreement-Transitional Adjustment records, Trade Adjustment Assistance under Trade Act of 1974 records, Worker adjustment and Retraining Notification Act records, Welfare Transition

Program/TANF records, displaced homemaker records, Labor Market Information individual identifiable data, school readiness records, medical records and disability related information, unemployment compensation records, background screening records, WIOA records as specified in the applicable federal law and implementing procedures, etc. without the written permission of the participant, or participant's custodial parent or guardian when authorized by law, if applicable, except that such information which is necessary, as determined by the SFWIB, for purposes related to the performance or evaluation of the Contract may be divulged to the SFWIB or such other persons as the SFWIB may designate who have responsibilities for monitoring or evaluating the services and performances under the Contract, or to governmental authorities to the extent necessary for the proper administration of the law and the provision of services.

- 21.2.2 All releases of information shall be in accordance with applicable federal and state laws as well as the policies and procedures of the SFWIB. . The Contractor shall abide by all applicable federal, state and local laws and regulations regarding confidential information, including personally identifiable information (PII) from educational records, as identified in, but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR 361.38. The Contractor shall provide, prior to the execution of this Contract, a completed **Confidentiality Agreement, Attachment 8**.
- 21.2.3 The Contractor shall handle confidential investment, financial, accounting, and statistical information pertaining to the SFWIB, the State of Florida, or the SFWIB's staff members. The Contractor shall, except to the extent otherwise required by law or as requested by the SFWIB, keep confidential any and all information obtained during the course of this Agreement.
- 21.2.4 **Individual Non-Disclosure and Confidentiality Certification Form** The Contractor, in the course of receiving and utilizing confidential workforce program information for the purpose of performing Contractor's duties under this Contract, shall ensure that all staff, security officers, contractors, subcontractors, and any subsequent subcontractors and their employees complete the following certification and acknowledgement forms prior to permitting those individuals to perform any work under or relating to this Contract:

Individual Non-Disclosure and Confidentiality Certification Form, Attachment 9, attached hereto and incorporated by reference as if fully set forth herein.

- 21.2.5 All completed forms shall be retained as required herein in accordance with **Article 23, Audit, Inspection, Access, and Retention of Records** of this Contract. The Contractor shall maintain the completed confidentiality forms in each employee's personnel file **and forward copies to the SFWIB's IT Department upon requesting access to State and/or Local System(s)**.

ARTICLE 22 CONFIDENTIAL INFORMATION

Both Parties may receive information that is proprietary to or confidential to the other Party or its affiliated companies and their clients. Both Parties agree to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing under this Agreement or as required by law. No knowledge, possession, or use of the SFWIB's confidential information shall be imputed to the Contractor as a result of Assigned Employees access to such information.

ARTICLE 23 AUDIT, INSPECTION, ACCESS, AND RETENTION OF RECORDS

- 23.1 The Contractor shall permit the SFWIB or the SFWIB's designees, the State of Florida and the federal government or any other duly authorized agent of a governmental agency to audit, inspect, examine, excerpt, copy or transcribe the Contractor's books, records, and accounts that are related to this Agreement. The Contractor shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to this Agreement where applicable, and includes, but shall not be limited to:

- 23.1.1 Bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.
- 23.1.2 In the event that the Contractor refuses to allow public access to all documents, papers, letters, or other material made or received by the Contractor in connection with this Agreement, unless the records are exempt from S.24 (a) of Article I of the Florida Constitution and Chapter 119, Florida Statutes, the SFWIB may immediately terminate this Agreement or any renewal thereof.

The Contractor shall preserve and make available, at reasonable times for examination and audit by the SFWIB or the SFWIB's designees, the State of Florida and the federal government or any other duly authorized agent of a governmental agency, all financial records, supporting documents, statistical records, and any other documents (including storage media) pertinent to this Agreement for the required retention period of the Florida Public Records Law (Chapter 119, Florida Statutes), if applicable, or, if the Florida Public Records Law is not applicable, for a minimum period of **five (5)** years after termination of this Agreement or any renewal. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or **five (5)** years, whichever is later, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida Public Records Law is determined by the SFWIB or any court of competent jurisdiction to be applicable to the Contractor's records, the Contractor shall comply with all requirements thereof; however, the Contractor shall not violate confidentiality or non-disclosure requirement of either federal or state law. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for the SFWIB's disallowance and recovery of any payment based upon such entry.

ARTICLE 24 INFORMATION SECURITY OBLIGATIONS

The Contractor shall abide by the SFWIB's Information Technology Security Policies and Procedures.

- The Contractor (including its officers, employees, subcontractors, agents, partners, principals, servants, representatives or any other individuals to whom Contractor exposes or authorizes to access confidential information obtained under this Contract), shall not store, or allow to be stored, any confidential information on any portable storage media (e.g., laptops, thumb drives, hard drives, etc.) or peripheral device with the capacity to store information. The Contractor shall not electronically transmit, or allow to be transmitted, any personal or confidential information. Failure to strictly comply with this provision shall constitute a breach of this Contract.
- The Contractor shall not engage any third party vendor, company or agent to modify, troubleshoot or otherwise alter the configuration of network devices, workstations, printers and/or any other device or hardware attached to the SFWIB's network and agrees that no other devices, servers, workstations, tablets, wireless devices, etc., other than those installed by the SFWIB's IT Unit or SFWIB's authorized agent, will be connected to the SFWIB's network.
- The Contractor shall not engage any third party vendor, company or agent to modify, troubleshoot or otherwise alter the configuration of network devices, workstations, printers and/or any other device or hardware attached to the SFWIB's network and agrees that no other devices, servers, workstations, tablets, wireless devices, etc., other than those installed by the SFWIB's IT Unit or SFWIB's authorized agent, will be connected to the SFWIB's network.
- The Contractor shall ensure that the Contractor's staff who has access to client information through the Employ Miami-Dade ("EMD")/Employ Monroe ("EM"), the One-Stop Service Tracking ("OSST") system(s) and/or any other information systems as required, complete the Information Security and Awareness Training annually.
- The Contractor shall make every effort to protect and avoid the unauthorized release of any personal or confidential information, as set forth in **Article 21, Section 21.2-Confidentiality of Records.**
- The Contractor shall notify the SFWIB in writing of any disclosure of the SFWIB's and/or the state of Florida's confidential information or data by the Contractor, its officers, employees, subcontractors,

agents, partners, principals, representatives or any other individuals to whom Contractor exposes or authorizes to access confidential information obtained under this Contract, which is not in compliance with the terms of the Contract (of which it becomes aware).

- The Contractor shall also report to the SFWIB any Security Incidents of which it becomes aware, including those incidents reported to the Contractor by its officers, employees, subcontractors, agents, partners, principals, servants, representatives. For purposes of this Contract, “Security Incident” means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of the SFWIB’s or DEO’s information in the Contractor’s possession or electronic interference with the SFWIB’s operations; however, random attempts at access shall not be considered a security incident.
- The Contractor shall notify the SFWIB’s Help Desk, not later than **24 hours** following the determination of any breach or potential breach of personal and confidential data, as required by the SFWIB’s Information Technology Security Policies and Procedures, which shall be made available upon request from the SFWIB’s Help Desk.
- In the event of a breach of security concerning confidential personal information involved with this Contract, the Contractor shall comply with section 501.171, Florida Statutes, as applicable. When notification to affected persons is required under this section of the statute, the Contractor shall provide such notification, using the SFWIB’s approved format, not later than seven (7) calendar days following the determination of any potential breach of personal or confidential data.
- For purposes of this Contract, “security breach” means the unauthorized access of data in electronic form containing personal data. Good faith acquisition of personal information by an employee or agent of the Contractor is not a security breach, provided the information is not used for a purpose unrelated to the Contractor’s obligations under this Contract or is not subject to further unauthorized use.
- The Contractor shall be wholly liable for security breaches and personal identity theft committed by its officers, employees, subcontractors, agents, partners, principals, servants, representatives or any other individuals to whom the Contractor exposes or authorizes to access confidential information obtained under this Contract, including, but not limited to, volunteers and DEO employees. The Contractor shall be liable for: (1) direct payment and/or reimbursement of all costs incurred for notifying and providing identity theft protection services to customers who may be victims of the security breaches and personal identity theft; (2) resolving any and all claims related thereto; and (3) all other costs and damages resulting from security breaches or personal identity theft.
- The Contractor shall notify the SFWIB’s Regional Security Officer(s) at the time of termination or transferring of an employee. Notification requesting system access removal must be submitted via email to the Helpdesk at helpdesk@careersourcesfl.com with the appropriate system form, as follows:
 - EMD/EM/OSST - DEO Information Systems Security Agreement/Confidentiality Form.
 - Workforce Management System (“WFMS”)/Initial Assessment Application (“IAA”) – CareerSource South Florida’s (“CSSF’s”) Application Development Unit Security Access Form.
 - Florida – Florida Department of Children & Families’ (“DCF’s”) System Access Authorization Request Form.
- For employees with access to the Connect and/or SunTax systems; The Contractor shall notify the Regional Security Officer at the time of termination or transferring of an employee. Notification requesting system access removal must be submitted via email to the Regional DEO Manager with the applicable system form(s), as follows:
 - DEO CONNECT Form ISU-38
 - DEO Form ISU-30
- If the employee had security access to multiple systems, the Contractor shall submit all corresponding forms.

- For employees that only had a CSSF **network account and/or VPN account**, only an email requesting disabling of the account(s) is required at the time of termination.

Failure to comply with this **Article 24, Information Security Obligations**, shall constitute a breach of this Contract.

ARTICLE 25 NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

- 25.1 As a condition for the award of financial assistance from the Department of Labor under Title I of WIOA, and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Contractor assures that it has the ability to comply fully with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:
- 25.1.1 Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the bases of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, transgender status and gender identity, gender expression or sex stereotyping) (except as otherwise permitted under title IV of the Education Amendments of 1972), national origin (including limited English Proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the bases of either citizenship status or participation in any WIOA Title I - financially assisted program or activity;
 - 25.1.2 Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d et seq.), as amended, which prohibits discrimination on the bases of race, color and national origin;
 - 25.1.3 Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, which prohibits discrimination against qualified individuals with disabilities;
 - 25.1.4 Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), as amended, which prohibits discrimination on the basis of sex in educational programs;
 - 25.1.5 The Age Discrimination Act of 1975 (42 U.S.C. 6101), as amended, which prohibits discrimination on the basis of age;
 - 25.1.6 Section 654 of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9849), as amended, which prohibits discrimination on the bases of race, creed, color, national origin, sex, handicapping condition, political affiliation or beliefs;
 - 25.1.7 Titles I (42 U.S.C. 12111 et seq.), II (42 U.S.C. 12131 et seq.) and III (42 U.S.C. 12181 et seq.) of the Americans with Disabilities Act of 1990, as amended, which prohibit discrimination on the bases of disability, respectively, by: (a) private employers, state and local governments, employment agencies and labor unions that employ 15 or more employees; (b) state and local government entities (“public entities”) and requires public entities to provide persons with disabilities an equal opportunity to benefit from their programs, services and activities; and (c) places of public accommodations and mandates that places of public accommodations and commercial facilities be designed, constructed, and altered in compliance with specific accessibility standards;
 - 25.1.8 Executive Order (“EO”) No. 11246, “Equal Employment Opportunity” as amended by EO No. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor”; and in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 45 CFR Part 80; and Part 92, if applicable;
 - 25.1.9 Equal Employment Opportunity in Apprenticeship and Training (29 CFR Part 30); and
 - 25.1.10 Chapter 11A of the Code of Miami-Dade County, Florida which, among other things, prohibits discrimination in employment and places of public accommodations on the bases of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, actual or perceived

status as a victim of domestic violence, dating violence and stalking, gender identity, gender expression, or sexual orientation.

25.2 The Contractor also assures that Contractor will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to Contractor's operation of the WIOA Title I and TANF – financially assisted program or activity and to all agreements the Contractor makes to carry out the WIOA Title I and TANF – financially assisted program or activity. The Contractor understands the United States has the right to seek judicial enforcement of this assurance. The Contractor shall provide a completed **Assurances and Certifications, Attachment 3**, including the assurances required by this section, prior to the execution of this Agreement.

ARTICLE 26 THIRD PARTY BENEFICIARIES

Neither of the Parties intend to directly or indirectly benefit any third party by entering into this Agreement. Therefore, the Parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert any claim against either of the Parties hereto based upon this Agreement.

ARTICLE 27 MATERIALITY

The SFWIB and the Contractor agree that each requirement, duty, and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof.

ARTICLE 28 CONTINGENCY FEE

The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. If the Contractor breaches this provision, the SFWIB may terminate this Agreement immediately without liability, at its discretion, or deduct from the cost of this Agreement or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

ARTICLE 29 COMPLIANCE WITH LAWS

The Contractor shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing the Contractor's duties, responsibilities, and obligations pursuant to this Agreement.

ARTICLE 30 SEVERABILITY

If any portion of this Contract is determined by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective. If a court determines that any portion of this Contract is invalid, the SFWIB may terminate this Contract without cause.

ARTICLE 31 JOINT PREPARATION

The Parties hereto acknowledge that they have sought and received whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to expresses the Parties' mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the Parties than the other.

**ARTICLE 32
PRIORITY OF PROVISIONS**

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any Exhibit attached hereto or documents or events or incorporated into this Agreement by reference and a term, statement, requirement, or provision of this Agreement, the term, statement, requirement, or provision contained in **Articles 1** through **72** of this Agreement shall prevail and be given effect.

**ARTICLE 33
AMENDMENTS**

Any alterations, variations, amendments, extensions or waivers of provisions of this Contract shall only be valid when they have been reduced to writing, duly approved and signed by both Parties.

**ARTICLE 34
COOPERATION**

The Parties agree to cooperate fully and to provide assistance to the each other in the investigation and resolution of any complaints, claims, actions, or proceedings that may be brought by or that may involve Assigned Employees.

**ARTICLE 35
AUTONOMY**

The Parties agree that this Contract recognizes their independence and autonomy and implies no affiliation of any kind between the Parties. The Contractor is an independent contractor in all respects under this Contract. It is expressly understood, agreed and intended that the Contractor is only a recipient of funding from the SFWIB and is not an agency or instrumentality of any kind of the SFWIB. Furthermore, the Contractor's, officers, agents, servants, and employees are not officers, agents, servants, or employees of the SFWIB or any of the SFWIB's agencies or instrumentalities.

**ARTICLE 36
INDEMNIFICATION**

36.1 The Contractor shall indemnify and hold harmless the SFWIB, and its officers, employees, agents, servants, agencies and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the SFWIB and its officers, employees, servants, agents, agencies or instrumentalities may incur as a result of any and all claims, demands, suits, causes of action or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Contract by the Contractor or the Contractor's officers, employees, agents, servants, partners, principals, subcontractors or any other individual performing work on the Contractor's behalf under this Contract, including but not limited to DEO staff. The Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the SFWIB, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon. The Contractor expressly understands and agrees that any insurance policies required by this Contract or otherwise provided by the Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the SFWIB and its officers, employees, agents, servants, agencies and instrumentalities as herein provided.

36.2 Term of Indemnification. The provisions of this indemnification shall survive the expiration or termination of this Agreement.

**ARTICLE 37
COPYRIGHT, PATENTS, RIGHT TO DATA**

37.1 Except for the Contractor's own internal use, the Contractor shall not publish or reproduce any data or information, in whole or in part, that is recorded in any form or medium whatsoever and that is delivered or specified to be delivered under this Contract, nor shall the Contractor authorize or permit others to do so without the advanced

written consent of the federal government, through the state of Florida, until such time as the federal government may have released such data or information to the public.

37.2 As authorized by 49 CFR 18.34, the federal government, through the state of Florida, reserves a royalty free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize the state of Florida and others to use:

37.2.1 Any work developed under this Contract or a resulting subcontract irrespective of whether it is copyrighted.

37.2.2 Any rights of copyright to which Contractor or subcontractor purchases ownership with funds provided for under this Contract.

37.3 In the event the Contractor is granted written approval from the SFWIB to utilize subcontractors to perform any services required by this Contract, the Contractor shall prohibit such subcontractors, by written contract, from violating any of the terms of this **Article 37**.

ARTICLE 38 RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the federal government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Non-profit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

ARTICLE 39 INTELLECTUAL PROPERTY RIGHTS

The federal government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: (i) The copyright in all products developed under a federal grant, including a subgrant or contract under the grant or subgrant; and (ii) any rights of copyright to which the grantee, subgrantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy, which are limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities (2 CFR § 215.36).

If applicable, the Contractor must include the following language on all products developed in whole or in part with grant funds:

"This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner."

ARTICLE 40 PUBLIC ANNOUNCEMENTS AND ADVERTISING

The Contractor shall not produce, publish for public consumption or distribute any publicity or information about Contractor's programs or program participants without prior review and written approval by the SFWIB.

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing the project or programs funded in whole or in part with federal money, the Contractor shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with federal money; (2) the dollar amount of federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

ARTICLE 41 DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689)

A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (“SAM”), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The Contractor shall provide a completed **Assurances and Certifications, Attachment 3**, inclusive of the certification required in this section, prior to the execution of this Agreement.

ARTICLE 42 GOVERNMENT-WIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE

The Contractor shall comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 29 CFR part 94. The Contractor shall provide a completed **Assurances and Certifications, Attachment 3**, inclusive of the certification required in this section, prior to the execution of this Agreement.

ARTICLE 43 CERTIFICATION REGARDING FLORIDA CLEAN INDOOR AIR ACT

The purpose of the Florida Clean Indoor Air Act is to protect people from the health hazards of second hand tobacco smoke and to implement the Florida Health initiative in Section 20, Article X of the State Constitution. However, the intent of this legislation is not to inhibit, or otherwise obstruct, medical or scientific research or smoking-cessation programs approved by the Florida Department of Health. The Contractor shall provide a completed **Certification Regarding the Florida Clean Indoor Air Act, Attachment 7**, inclusive of the certification required in this section, prior to the execution of this Agreement.

ARTICLE 44 ENVIRONMENTAL TOBACCO SMOKE

In accordance with Part C of P.L. 103-227, the “Pro-Children Act of 1994”, smoking is prohibited in any portion of any indoor facility owned or leased or contracted by an entity and used regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by federal programs whether directly or through state or local governments. Federal programs include grants, cooperative agreements, loans, and loan guarantees, and contracts. The law does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment. The Contractor shall provide a completed **Certification Regarding Environmental Tobacco Smoke, Attachment 4**, prior to the execution of this Agreement.

ARTICLE 45 PUBLIC ENTITY CRIMES (section 287.133, FLORIDA STATUTES)

The Contractor shall comply with the Public Entity Crimes Act (section 287.133, Florida Statutes) and the Contractor certifies that neither it, nor any person or affiliate of Contractor, has been convicted of a Public Entity Crime as defined in section 287.133, Florida Statutes, nor placed on the convicted vendor list. The Contractor understands and agrees that the Contractor is required to immediately inform the SFWIB upon any change of circumstances regarding this status. The Contractor shall provide a completed **Assurances and Certifications, Attachment 3**, prior to the execution of this Agreement.

**ARTICLE 46
SARBANES-OXLEY ACT 2002**

- 46.1 The Contractor assures that it shall comply with the two provisions of the Sarbanes-Oxley Act (“SOX”) that apply to all corporate entities, including non-profit organizations. These two provisions are as follows:
- 46.1.1 It is a crime to alter, cover up, falsify, or destroy any document that may be relevant to an official investigation (SOX, Section 1102, Section 1512 of Title 18, USC).
 - 46.1.2 It is illegal for any corporate entity to punish whistleblowers or retaliate against any employee who reports suspected cases of fraud or abuse (SOX, section 1107, section 1513 of Title 18, USC).
- 46.2 The Contractor shall provide a completed **Assurances and Certifications, Attachment 3**, inclusive of the assurance required by this section, prior to the execution of this Agreement.

**ARTICLE 47
COMPLIANCE WITH ENERGY EFFICIENCY PROVISION**

The Contractor shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the State of Florida’s Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

**ARTICLE 48
COMPLIANCE WITH SECTION 6002 OF THE SOLID WASTE DISPOSAL ACT, AS AMENDED BY THE
RESOURCE CONSERVATION AND RECOVERY ACT (“RCRA”) FOR THE PROCUREMENT OF
RECOVERED MATERIALS**

The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (“EPA”) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000.00 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000.00; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. The Contractor shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the RCRA.

**ARTICLE 49
ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (“ACORN”) FUNDING
RESTRICTIONS ASSURANCE (PUB. L. 111-117)**

As a condition of the Contract, Contractor assures that it will comply fully with the federal funding restrictions pertaining to ACORN and its subsidiaries per the Consolidated Appropriations Act of 2010, Division E, Section 511 (Pub. L. 111-117). The Continuing Appropriation Act, 2011, Section 101 and 103 (Pub. L. 111-242), provides that appropriations made under Pub. L. 111-117 are available under the conditions provided by Pub. L. 111-117.

The Contractor shall require that language of this assurance be included in the documents for all subcontracts at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients and contractors shall provide this assurance accordingly. The Contractor shall provide a completed **Assurances and Certifications, Attachment 3**, inclusive of the assurance required by this section, prior to the execution of this Agreement.

**ARTICLE 50
SCRUTINIZED COMPANIES LIST**

The SFWIB’s agreement with the Florida Department of Economic Opportunity provides:

If the [SFWIB] enters into a contract in the amount of \$1,000,000 or more, in accordance with the requirements of section 287.135, Florida Statutes, the [SFWIB] will obtain a certification that the contractor is not listed on the

Scrutinized Companies that Boycott Israel List or is engaged in a Boycott of Israel, the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, engaged in business operations in Cuba or Syria, or meets the conditions for exemptions as provided in section 287.135(4), Florida Statutes. The Contractor shall provide a completed **Assurances and Certifications, Attachment 3**, certifying the Contractor's compliance with this section.

ARTICLE 51 DISCRIMINATORY VENDORS

51.1 The Contractor shall disclose to the SFWIB if the Contractor appears on the discriminatory vendor list. An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134, Florida Statutes may not:

1. Submit a bid on a contract to provide any goods or services to a public entity;
2. Submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
3. Submit bids on leases of real property to a public entity; or
4. Be awarded or perform as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; or transact business with any public entity.

51.2 The Contractor shall provide a completed **Assurances and Certifications, Attachment 3**, certifying the Contractor's compliance with this section, prior to the execution of this Agreement.

ARTICLE 52 RELATED PARTY CONTRACTS

The Contractor shall comply with the requirements of the Reimagining Education and Career Help (REACH) Act, Chapter 2021-164, Laws of Florida (House Bill 1507) as specified in **Attachment 1 (The Florida Department of Economic Opportunity Memorandum dated July 1, 2021)** attached hereto and incorporated herein by reference. The Contractor shall provide a completed **Disclosure and Certification of Conflict of Interest in a Contract, Attachment 10**, prior to the execution of this Agreement.

ARTICLE 53 TRAFFICKING VICTIMS PROTECTION ACT OF 2000

The Contractor shall comply with the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104(g)). The full text of **2 CFR 175.15, Award Term**, is provided as **Attachment 2**.

ARTICLE 54 PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS

The Contractor assures that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act (P.L. 113-128 S. 502) will be American-made.

ARTICLE 55 VETERAN'S PRIORITY PROVISIONS

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the "Jobs for Veterans Act" ("JVA"), P.L. 107-288. The JVA provides priority of services to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. To obtain priority service, a person must meet the program's eligibility requirements. 20 CFR Part 1010 provides general guidance on the scope of the veteran's priority statute.

**ARTICLE 56
INTERGOVERNMENTAL PERSONNEL ACT**

The Contractor shall comply with the requirements of the Intergovernmental Personnel Act (42 U.S.C. Sec. §4701). The Contractor shall provide a completed **Assurances Non-Construction Programs, Attachment 5**, prior to the execution of this Agreement.

**ARTICLE 57
ADMINISTRATIVE PROVISIONS UNDER TITLE I OF THE WORKFORCE INNOVATION AND
OPPORTUNITY ACT ADMINISTRATIVE RULES, COSTS AND LIMITATIONS**

The Contractor shall comply with the requirements of the Administrative Provisions under Title I of the WIOA Administrative Rules, Costs and Limitations (20 CFR Part 683, Subpart B).

**ARTICLE 58
UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND AGREEMENTS WITH
INSTITUTIONS OF HIGHER EDUCATION, HOSPITALS, AND OTHER NON-PROFIT ORGANIZATIONS**

The Contractor shall comply with the Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (2 CFR §215).

Contracts for construction or facility improvements must require the recipient to follow its own requirements relating to bid guarantees, performance bonds, and payment bonds unless the contract or sub-contract exceeds \$100,000.00. (2 CFR §215.48).

**ARTICLE 59
CLEAN AIR ACT (42 U.S.C. 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33
U.S.C. 1251-1387), AS AMENDED**

If this Contract is for more than \$150,000.00, the Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the federal awarding agency and the regional office of the Environmental Protection Agency (“EPA”). As applicable, the Contractor shall comply with the Clean Air Act and Federal Water Pollution Control, as amended.

**ARTICLE 60
BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. §1352)**

Contractors that apply or bid for an award exceeding \$100,000.00 must file the required certification as described in this section. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. The Contractor shall provide a completed **Assurances and Certifications, Attachment 3**, prior to execution of this Agreement.

**ARTICLE 61
ASSURANCES – NON-CONSTRUCTION PROGRAMS**

The Contractor shall provide a completed **Assurances - Non-Construction Programs, Attachment 5**, prior to the execution of this Agreement.

**ARTICLE 62
WHISTLEBLOWER’S ACT**

In accordance with section 112.3187(2), Florida Statutes, the Contractor shall not retaliate against an employee for reporting violations of law, rule, or regulation that creates substantial and specific danger to the public's health, safety, or welfare to an appropriate agency. Furthermore, agencies or independent contractors shall not retaliate against any person who discloses information to an appropriate agency alleging improper use of governmental office, gross waste of funds, or any other abuse or gross neglect of duty on the part of an agency, public officer, or employee. The Contractor shall inform its employees that they and other persons may file a complaint with the Office of Chief Inspector General, Agency Inspector General, the Florida Commission of Human Relations or the Whistle-blower's Hotline number at 1-800-543-5353.

ARTICLE 63
ADHERENCE TO THE TERMS AND CONDITIONS OF FORMAL SOLICITATION

The Contractor shall adhere to the standards and requirements established under the SFWIB's formal solicitation for this Contract and Contractor's proposal pursuant to which this Contract was awarded and funded. The formal solicitation and Contractor's proposal are both incorporated herein by reference as if fully set forth in their entirety. If Contractor's proposal conflicts with the terms and conditions of this Contract, the terms and conditions in this Contract shall prevail and control.

ARTICLE 64
ASSURANCES

- 67.1 The Contractor assures that it is not currently in violation of any regulatory rules that may have an impact on the Contractor's operations.
- 67.2 The Contractor assures that it is not involved in any current litigation with Miami-Dade County or any of its agencies or instrumentalities.

ARTICLE 65
DRUG AND ALCOHOL TESTING REQUIREMENT

Prior to the assignment of the Contractor's employees with the SFWIB, the Contractor shall provide the SFWIB with proof of such employees' negative drug and alcohol test results. The Contractor shall bear all costs associated with the drug and alcohol testing.

ARTICLE 66
MISCELLANEOUS

The failure of a Party to enforce the provisions of this Agreement shall not be a waiver of any provision or the right of such Party thereafter to enforce each and every provision of this Agreement.

The headings of the paragraphs or sections of this Agreement are provided for convenience only and shall not be deemed to modify or otherwise affect the terms and conditions stated in each such paragraph or section of this Agreement.

ARTICLE 67
ANTI-NEPOTISM

The Contractor shall:

1. With respect to individuals employed through the contracted program, not appoint, employ, promote, or advance or advocate for appointment, employment, promotion, or advancement, in or to a subsidized position in the Contractor's business entity any person who is a relative of the Contractor.
2. Not provide workforce services that include, but are not limited to employment and/or training services to any person who is a relative of the Contractor or Contractor's staff.

The definitions below are incorporated and made a part of this policy.

"Contractor" means the Contractor or employee of the Contractor in whom is invested the authority to appoint, employ,

promote or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in the Contractor's business entity.

"Relative" means an individual who is related to the Contractor as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, domestic partner, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

ARTICLE 68 ANNUAL CERTIFICATION

If the Contract is extended as set forth in **Article I, Effective Term**, on an annual basis, the Contractor shall sign the certification that all certifications and assurances on file with the Agreement are current and that the terms and conditions have not changed. The Contractor shall complete **Exhibit B, Annual Certification** attached hereto and incorporated herein by reference.

ARTICLE 69 COPELAND ANTI-KICKBACK ACT

The Contractor shall comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145 and 18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The Contractor shall provide a completed **Assurances Non-Construction Programs, Attachment 5, prior to the execution of this Agreement.**

ARTICLE 70 DAVIS-BACON ACT, AS AMENDED (40 U.S.C. 3141-3148)

When required by federal program legislation, all prime construction contracts in excess of \$2,000.00 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The Contractor shall provide a completed **Assurances Non-Construction Programs, Attachment 5, prior to the execution of this Agreement.**

ARTICLE 71 LEVEL 2 BACKGROUND SCREENING REQUIREMENT

Prior to acceptance of Assigned Employees, the SFWIB, at its own expense, will conduct a comprehensive criminal background check by accessing the Florida Department of Law Enforcement's ("FDLE") Volunteer and Employee Criminal History System ("VECHS"). The SFWIB, through VECHS, shall request fingerprint based criminal history background checks for all contingent personnel hired under this contract. Through VECHS, the FDLE and the Federal Bureau of Investigation will provide state and national fingerprint based criminal history information on applicants. All contingent personnel shall be required to sign an authorization for the SFWIB to access criminal background information. Assigned Employees shall not commence working under this contract until written notice of acceptability has been provided by the SFWIB.


ARTICLE 72
AUTHORITY TO EXECUTE AGREEMENT

Each person executing this Agreement represents and warrants that he or she is duly authorized and has full legal authority to execute and deliver this Agreement. Each Party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such Party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on the other Party and enforceable in accordance with its terms.

SIGNATORY FORM

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

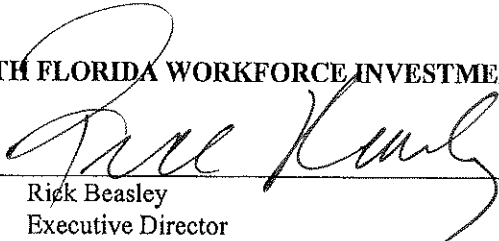
AUTHORIZED SIGNATURE FOR: **Altrian, Inc.**
PROGRAM ENTITLED: **Staffing Services**
INDEX CODE: **82368**
CFDA: **WIOA NDWG 17.277**

BY: 

Harriet S. Stricklen
President
Altrian, Inc.

9.20.2023
Date

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

BY: 

Rick Beasley
Executive Director
South Florida Workforce Investment Board

9/25/23
Date

Ron DeSantis
GOVERNOR



Dane Eagle
SECRETARY

MEMORANDUM

DATE: July 1, 2021

TO: Local Workforce Development Board Executive Directors *Keantha B. Moore*

FROM: Keantha B. Moore, Administrator, Bureau of One-Stop and Program Support

SUBJECT: Reimagining Education and Career Help Act (House Bill 1507) and Related Party Contracts

The Reimagining Education and Career Help (REACH) Act (House Bill 1507), has been signed into law and is effective **July 1, 2021**. The REACH Act creates several strategic opportunities to enhance and expand services provided through Florida's workforce development system by promoting, encouraging, and taking bold steps towards unification of partner programs and agency coordination. The Act also strengthens oversight, accountability and transparency measures for the system. Additionally, the REACH Act contains operational and administrative requirements for related party contracts.

Effective July 1, 2021, the REACH Act serves as the authority for related party contract requirements. This memorandum serves to reconcile any differences between current state policy and agreements between the Department of Economic Opportunity (DEO) and local boards until applicable policies and agreements are updated to align with the requirements in the REACH Act.

Related Parties

A related party includes any:

- Local board member;
- Employee of the local board;
- Relative (see [s. 112.3143\(1\)\(c\)](#), Florida Statutes) of a local board member or employee of the local board; or,
- Organization or individual represented by or employing a local board member.

Process for Related Party Contracts

Using the process and documentation requirements outlined in [CareerSource Florida Strategic Policy 2012.05.24.A.2](#) and [Section 15. Related Parties in the Grantee Subgrantee Agreement](#), local boards must submit all related party contracts via email to DEO at: WorkforceContract.Review@deo.myflorida.com.

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
850.245.7105 | www.FloridaJobs.org
www.twitter.com/FLDEO | www.facebook.com/FLDEO

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

Related party contracts, as well as documentation demonstrating adherence to these requirements as specified by DEO, must be submitted to DEO for review and approval prior to execution of the contract. Contracts subject to these requirements may not be included on the local board's consent agenda.

Noted Exception: Contracts under \$10,000 between the local board and either a relative (as defined in s. 112.3143(1)(c)) of a local board member or of an employee of the local board, or an employee of the local board, do not require prior approval by DEO. However, such contracts must be reported to DEO and CareerSource Florida via email at: WorkforceContract.Review@deo.myflorida.com within 30 days of approval by the local board.

Posting Related Party Contracts to Local Board's Website

All related party contracts approved on or after July 1, 2021, must be published on the local board's website within 10 days after approval by the local board or DEO, whichever is later, and must remain published on the local board's website for at least one year after termination of the contract.

If you have questions, please submit them to the Governance Team via email at:

LWDBGovernance@deo.myflorida.com.

cc: Steven Gustafson
Charles Williams
Christa Nelson

**Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104(g))
2 CFR § 175.15, Award Term**

I. Trafficking in persons.

a. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, sub-recipients under this award, and sub-recipients' employees may not--
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or sub-awards under the award.
2. The Department of Labor, Federal awarding agency, may unilaterally terminate this award, without penalty, if you or a sub-recipient that is a private entity—
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - A. Associated with performance under this award; or
 - B. Imputed to you or the sub-recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement),” as implemented by our agency at 2 CFR part 376.

b. Provisions applicable to a recipient other than a private entity. The Department of Labor may unilaterally terminate this award, without penalty, if a sub-recipient that is a private entity--

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either--
 - i. Associated with performance under this award; or
 - ii. Imputed to the sub-recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement),” as implemented by our agency at 2 CFR part 376.

c. Provisions applicable to any recipient.

1. You must inform the Department of Labor immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally, which is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to the Department of Labor under this award.
3. You must include the requirements of paragraph a.1 of this award term in any sub-award you make to a private entity.

d. Definitions. For purposes of this award term:

1. “Employee” means either:
 - i. An individual employed by you or a sub-recipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subsection to involuntary servitude, peonage, debt bondage, or slavery.
3. “Private entity”:
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR § 175.25.
 - ii. Includes:
 - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than on included in the definition of Indian tribe at 2 CFR § 175.25(b).
 - B. A for-profit organization.
4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).

ASSURANCES AND CERTIFICATIONS

The South Florida Workforce Investment Board (SFWIB) will not award funds where the Respondent (“Contractor”) has failed to accept the **ASSURANCES AND CERTIFICATIONS** contained in this section. In performing its responsibilities under this agreement, the Contractor hereby certifies and assures that it will fully comply with the following:

- A. Certification Regarding Debarment, Suspension and Other Responsibility Matters (29 CFR Part 98)**
- B. Certification Regarding Lobbying (29 CFR Part 93)**
- C. Certification Regarding Drug-Free Workplace Requirements (29 CFR Part 94)**
- D. Non-discrimination and Equal Opportunity Assurances (29 CFR Part 38)**
- E. Certification Regarding Public Entity Crimes (section 287.133, Florida Statutes)**
- F. Sarbanes-Oxley Act of 2002**
- G. Association of Community Organizations for Reform Now (ACORN) Funding Restrictions Assurance (Pub. L. 111-117)**
- H. Scrutinized Companies Lists Certification (section 287.135, Florida Statutes)**
- I. Discriminatory Vendors (section 287.134, Florida Statutes)**

By signing the agreement, the Contractor is providing the above assurances and certifications as detailed below:

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTION

As required by the regulation implementing Executive Orders No. 12549 and 12689, Debarment and Suspension, 29 CFR 98, the Contractor certifies to the best of the Contractor’s knowledge and belief, to the following:

1. The Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department, agency or subcontractor;
2. The Contractor has not, within a three-year period preceding this application/proposal/contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or agreement under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. The Contractor is not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph A.2 of this certification; and
4. The Contractor has not, within three-year period preceding this application/proposal/contract, had one or more public transactions (federal, state, or local) terminated for cause or default.

The Contractor shall comply with the language of the certification with regards to the Contractor’s subcontractors. The Contractor shall ensure and require the same certification from its subcontractor(s), which shall be forwarded to the SFWIB along with the request to subcontract as required by this solicitation/Contract.

Where the Contractor is unable to certify to any of the statements in this certification, such Contractor shall submit an explanation to the SFWIB attached to this form.

B. CERTIFICATION REGARDING LOBBYING

The Contractor certifies, to the best of the Contractor's knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Contractor, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Contractor shall require that the language of this certification be included in the award documents for "all" sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose the same accordingly.

This certification is a material representation of fact upon which reliance was placed when the Contract was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by the Byrd Anti-Lobbying Amendment section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

C. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The Contractor assures and guarantees that the Contractor shall comply with the federal Drug Free Workplace Act of 1988, its implementing regulations codified at 29 CFR 94, subpart F, and the Drug-Free Workplace Rules established by the Florida Worker's Compensation Commission.

D. NON-DISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES

As a condition for the award of financial assistance from the Department of Labor under Title I of the Workforce Innovation and Opportunity Act (WIOA), and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Contractor assures that it has the ability to comply fully with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:

1. Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the bases of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, transgender status and gender identity, gender expression or sex stereotyping) (except as otherwise permitted under Title IV of the Education Amendments of 1972), national origin (including Limited English Proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the bases of either citizenship status or participation in any WIOA Title I - financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d et seq.), as amended, which prohibits discrimination on the bases of race, color and national origin;
3. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, which prohibits discrimination against qualified individuals with disabilities;
4. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), as amended, which prohibits discrimination on the basis of sex in educational programs;
5. The Age Discrimination Act of 1975 (42 U.S.C. 6101), as amended, which prohibits discrimination on the basis of age;
6. Section 654 of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9849), as amended, which prohibits discrimination on the bases of race, creed, color, national origin, sex, handicapping condition, political affiliation or beliefs;
7. Titles I (42 U.S.C. 12111 et seq.), II (42 U.S.C. 12131 et seq.) and III (42 U.S.C. 12181 et seq.) of the Americans with Disabilities Act of 1990, as amended, which prohibit discrimination on the bases of disability, respectively, by: (a) private employers, state and local governments, employment agencies and labor unions that employ 15 or more employees; (b)

Attachment 3

state and local government entities (“public entities”) and requires public entities to provide persons with disabilities an equal opportunity to benefit from their programs, services and activities; and (3) places of public accommodations and mandates that places of public accommodations and commercial facilities be designed, constructed, and altered in compliance with specific accessibility standards;

8. Executive Order (EO) No. 11246, “Equal Employment Opportunity” as amended by EO No. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor”; and in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 45 CFR Part 80; and Part 92, if applicable;
9. Equal Employment Opportunity in Apprenticeship and Training (29 CFR Part 30); and
10. Chapter 11A of the Code of Miami-Dade County, Florida which, among other things, prohibits discrimination in employment and places of public accommodations on the bases of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, actual or perceived status as a victim of domestic violence, dating violence and stalking, gender identity, gender expression, or sexual orientation.

The Contractor also assures that Contractor will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to Contractor’s operation of the WIOA Title I and TANF – financially assisted program or activity and to all agreements the Contractor makes to carry out the WIOA Title I and TANF – financially assisted program or activity. The Contractor understands the United States has the right to seek judicial enforcement of this assurance.

E. CERTIFICATION REGARDING PUBLIC ENTITY CRIMES, SECTION 287.133, FLORIDA STATUTES

The Contractor hereby certifies that neither the Contractor, nor any person or affiliate of the Contractor, has been convicted of a Public Entity Crime as defined in section 287.133, Florida Statutes, nor placed on the convicted vendor list.

The Contractor understands and agrees that the Contractor is required to inform the SFWIB immediately upon any change in circumstances regarding this status.

F. SARBANES-OXLEY ACT OF 2002

It is the policy of the SFWIB to comply with the requirements of the Sarbanes-Oxley Act of 2002, sections 1102 and 1107, set forth by the Act, the United States Code Title 18, sections 1512 and 1513, as amended, and the requirements of the Workforce Board. By signing below, the Contractor assures that the Contractor will comply with the Sarbanes-Oxley Act provisions as set forth below:

Provisions of the Act – Title X1 – Corporate Fraud Accountability

Section 1102 – Tampering with a record or otherwise impeding an official proceeding – “Whoever corruptly: 1) alters, destroys, mutilates, or conceals a record, document or other object, or attempts to do so, with the intent to impair the object’s integrity or availability for use in an official proceeding 2) otherwise obstructs, influences, or impedes any official proceeding, or attempts to do so, shall be fined under this title or imprisoned not more than 20 years, or both”.

Section 1107 – Retaliation against Informants – “Whoever knowingly, with the intent to retaliate, takes any action harmful to any person, including interference with the lawful employment or livelihood of any person, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any federal offense, shall be fined under this title or imprisoned not more than 10 years, or both”.

G. ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN) FUNDING RESTRICTIONS ASSURANCE (PUB. L. 111-117)

As a condition of a contract, the Contractor assures that the Contractor shall comply fully with the federal funding restrictions pertaining to ACORN and its subsidiaries per the Consolidated Appropriations Act, 2010, Division E, section 511 (Pub. L. 111-117). The Continuing Appropriation Act, 2011, section 101 and 103 (Pub. L. 111-242), provides that appropriations made under Pub. L. 111-117 are available under the conditions provided by Pub. L. 111-117.

H. SCRUTINIZED COMPANIES LISTS CERTIFICATION, SECTION 287.135. FLORIDA STATUTES

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies, for goods or services over \$1,000,000, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both of which are created pursuant to section 215.473, Florida Statutes, or the Scrutinized Companies that Boycott Israel List or is engaged in a Boycott of Israel as described in section 215.4725, Florida Statutes.

As the person authorized to sign on behalf of the Contractor, I hereby certify that the company identified in the section entitled “Contractor Name” is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies

with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorneys' fees, and/or costs.

I. DISCRIMINATORY VENDORS, SECTION 287.134, FLORIDA STATUTES

The Contractor shall disclose to the SFWIB if the Contractor appears on the discriminatory vendor list. An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134, Florida Statutes may not:

- (a) Submit a bid on a contract to provide any goods or services to a public entity;
- (b) Submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
- (c) Submit bids on leases of real property to a public entity; or
- (d) Be awarded or perform as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; or transact business with any public entity.

BY SIGNING BELOW, THE CONTRACTOR CERTIFIES AND ASSURES THAT THE CONTRACTOR WILL FULLY COMPLY WITH THE APPLICABLE ASSURANCE OUTLINED IN PARTS A THROUGH I, ABOVE.

Altrian, Inc
Contractor Name

Harriet Stricklen, President/CEO
*Name and Title of Authorized Representative

[Signature]
Signature of Authorized Representative


9.20.2023
Date

*The signatory should be fully and duly authorized to execute agreements on behalf of the Contractor named above.

**CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE
FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS**

Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000.00 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the Contractor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.



Signature

9-20-2023

Date

Harnet Stricklen President/COO
Name and Title of Authorized Representative

Altman, Inc

Name of Organization

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.


NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

- 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
- 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

- 12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
- 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE President/CEO
APPLICANT ORGANIZATION Altman, Inc	DATE SUBMITTED 9.20.2023

CODE OF BUSINESS ETHICS AFFIDAVIT

Code of Miami-Dade County Section 2-8.1(i)

I, being duly sworn, hereby state and certify that this firm has adopted a Code of Business Ethics that is fully compliant with the requirements of Section 2-8.1(i) of the Code of Miami-Dade County, as amended. I further acknowledge that failure to comply with the adopted Code of Business Ethics shall render any contract with Miami-Dade County voidable, and subject this firm to debarment from County work pursuant to Section 10-38(h)(2) of the Code of Miami-Dade County, as amended. I further acknowledge that failure to submit this affidavit shall render this firm ineligible for contract award.

By: [Signature] Signature of Affiant 9.21 Date 20 23

Harriet Stricklen Printed Name of Affiant and Title 817-453118116 Federal Employer Identification Number

Altman, Inc Printed Name of Firm

1031 Ives Dairy Rd #228, Miami, FL 33179 Address of Firm

SUBSCRIBED AND SWORN TO (or affirmed) before me this 21st day of September, 20 23

He/She is personally known to me or has presented Florida Driver License as identification.
Type of identification

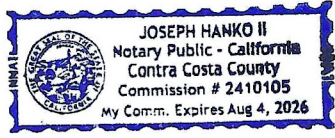
[Signature]
Signature of Notary

2410105
Serial Number

Joseph Hanko II
Print or Stamp Name of Notary

08/04/2026
Expiration Date

Notary Public – State of California



Notary Seal

FLORIDA CLEAN INDOOR AIR ACT

The purpose of the **Florida Clean Indoor Air Act (FCIAA)** is to protect people from the health hazards of second hand tobacco smoke and to implement the Florida Health initiative in Article X, Section 20, Florida Constitution. However, the intent of this legislation is not to inhibit, or otherwise obstruct, medical or scientific research or smoking-cessation programs approved by the Department of Health.

FCIAA Provisions

❖ **Prohibition** – A person may not smoke or vape in an enclosed indoor workplace, except as specified below (s. 386.204, F.S.).

Enclosed, indoor workplace means – Any place where one or more persons engages in work, and which place is predominantly or totally bounded on all sides and above by physical barriers, regardless of whether such barriers consist of or includes, without limitation, uncovered openings; screened or otherwise partially covered openings; or open or closed windows, жалousies, doors, or the like.

The Department of Health considers enclosed indoor workplaces to include, but not be limited to, the following:

- ◆ Public and private workplaces
 - ◆ Restaurants
 - ◆ Bowling centers
 - ◆ Private country clubs
 - ◆ Hotels/motels (excluding guest rooms)
 - ◆ Beauty/barber salons
 - ◆ Libraries
 - ◆ Auditoriums/theaters
 - ◆ Nursing homes/health care facilities
 - ◆ Educational facilities (private or public)
- ❖ **Penalties** – Any person who violates s. 386.204, F.S., commits a non-criminal violation as defined in s. 775.08(3), F.S., punishable by a fine of not more than \$100 for the first violation and not more than \$500 for each subsequent violation. Jurisdiction shall be with the appropriate county court (s. 386.208, F.S.).
- ❖ **Specific exceptions** – Smoking or vaping is permitted in the following indoor locations (s. 386.2045, F.S.):
- ◆ Customs Smoking Room – s. 386.205, F.S.
 - ◆ Private Residence – as defined in s. 386.203(1), F.S.
 - ◆ Stand-Alone Bar – as defined in s. 386.203(12), F.S.
 - ◆ Retail Tobacco Store – as defined in s. 386.203(9), F.S.
 - ◆ Designated Smoking Guest Rooms at Public Lodging Establishments – as defined in s. 386.203(4), F.S.
 - ◆ Smoking Cessation Program, Medical or Scientific Research – s. 386.2045(6), F.S.

- ◆ Membership Association – as defined in s. 386.203(7), F.S., and provided that noncommercial activities are performed by members of the membership association.
- ◆ Retail Vape Shop - as defined in s. 386.203(16), F.S.

Key Points of the Law

❖ **Posting of signs; requiring policies –**

- ◆ The proprietor or other person in charge of an enclosed indoor workplace must develop and implement a policy regarding smoking and vaping prohibitions.

The following places are required to post signs if smoking or vaping is permitted:

- ◆ A licensed stand-alone bar (at entrance),
- ◆ A customs smoking room (airport in-transit lounge),
- ◆ A smoking cessation program where tobacco smoking or vaping is an integral part of the cessation program approved by the Department of Health, and
- ◆ Where scientific or medical research is being conducted and tobacco smoking or vaping is an integral part of the research.

❖ **Public announcement in mass transportation terminals –** Announcements that Florida is a clean indoor air state and that smoking and vaping are prohibited, except in customs smoking room in an in-transit lounge, shall be made, every 30 minutes, over public address systems in terminals of public transportation carriers located in metropolitan statistical areas with populations over 230,000. (s. 386.211, F.S.).

❖ **Smoking and vaping prohibiting near school property; penalty –** Smoking and vaping are prohibited for any person under 18 years of age in, on, or within 1,000 feet of the real property comprising a public or private elementary, middle, or secondary school. Individuals who violate the law may be subject to penalties. (s. 386.212, F.S.).

Administration & Enforcement

The Department of Health shall enforce the FCIAA in workplaces not regulated by the Department of Business and Professional Regulation.

Altrion, Inc
Respondent

Harriet Stricklen - President / CEO
Name and Title of Certifying Representative

[Signature]
Signature of Certifying Representative

9.20.2023
Date

CONFIDENTIALITY AGREEMENT

Department of Economic Opportunity (DEO) policy concerning safeguarding confidential information obtained from applicants, participants, employers and other sources is based on legislative direction and federal and state statutes and rules. These confidential records may include, but not limited to, personal identifying information of program applicants, recipients, or participants such as names, social security numbers, payroll information, employer information and resource and referral information, which are private and confidential under federal and state laws and rules, including 20 Code of Federal Regulations (CRF) 603.9, 45 CRF 205.50, 7 CFR 272.1c, sections 414.295 and 443.1715(1) Florida Statutes (F.S.), and rule 73B-1, Florida Administrative Code (FAC).

Disclosure of this information, including information received electronically, by phone calls or other communication is protected by law. The **Contractor** shall not disclose or allow access to this information unless such action is required and necessary for the performance of official duties pursuant to any contract or agreement awarded to the **Contractor** by South Florida Workforce Investment Board (SFWIB).

In compliance with the requirements of 20 CFR 603.9(b)(v)(A), the **Contractor** agrees to instruct all personnel having access to any disclosed information about the confidentiality requirements of the information, the requirements of 20 CFR 603.9(b), 45 CFR 205.50, 7 CFR 272.1c, sections 414.295 and 443.1715(1), F.S., the potential criminal charges individuals could face if convicted for the willful unauthorized use or disclosure of the information specified in sections 775.082 or 775.083, F.S.; agrees to store and process this information in such a way that unauthorized persons cannot view or obtain the information by any means; and agrees to dispose any confidential information obtained, and any copies thereof made by the **Contractor** or its employees or agents after the purpose for which the information is disclosed is served in accordance with the provisions of 20 CFR 603.9(b)(vi).

By signing this agreement, the **Contractor** agrees to abide by DEO, state and federal statutes, policies and rules described above, and SFWIB policies and procedures, and that the **Contractor** and any of its employees or agents will not release or disclose any confidential information while providing services for SFWIB.

Confidential Information Certificate

I have reviewed the foregoing and my signature below indicates I understand the requirements described above and accept responsibility for complying with it.

Altarian, Inc
Company Name (type or print)

[Signature]
Authorized Representative signature

9.20.2023
Date

Individual Non-Disclosure and Confidentiality Certification Form


I understand that I will or may be exposed to certain confidential information, including but not limited to, personal identifying information of individuals who receive public assistance, employment and unemployment insurance records maintained by the Department of Economic Opportunity (Department or DEO) made available to my employer, for the limited purpose of performing its official public duties pursuant to a Contract for Services and Non-Disclosure and Confidentiality Certification agreement.

These confidential records may include the name (or other personally identifiable information), social security numbers, wage, unemployment and employment data and public assistance information which are protected under federal and state law. Such information is confidential and may not be disclosed to others. In order to perform my public duties associated with the program requirements set forth under contract or agreement, I understand that I may be granted access to confidential data managed and controlled by entities that are not party to this agreement. Prior to receiving access to such systems, I acknowledge and agree to abide by the following standards:

1. I will comply with all security requirements imposed as a condition of use for any system(s) to which I may be granted access.
2. I will use access to the systems only for purposes authorized by law to secure information to conduct official program business consistent with my official public duties.
3. I will not disclose my user identification, password, or other information needed to access the systems to any party nor shall I give any other individual access to information secured.
4. If I become aware that any unauthorized individual has or may have obtained access to my user identification, password, or other information needed to access systems to which I have been granted access, I will immediately notify the South Florida Workforce Investment Board's (SFWIB) Security Officer.
5. I will store any disclosed confidential information in a place physically secure from access by unauthorized persons.
6. I will store and process disclosed information maintained in electronic format, such as magnetic tapes or discs, in such a way that unauthorized persons cannot obtain the information by any means.
7. I will undertake precautions to ensure that only authorized personnel are given access to disclosed information stored in computer systems.
8. I will not share with anyone any other information regarding access to the systems unless I am specifically authorized by the SFWIB.
9. I will not access or request access to any social security numbers, personal information, wage, employer, unemployment or employment data unless such access is necessary for the performance of my official duties.

10. I will not disclose any individual data to any parties who are not authorized to receive such data except in the form of reports containing only aggregate statistical information compiled in such a manner that it cannot be used to identify the individual(s) or employers involved.
11. I will retain the confidential data only for that period of time necessary to perform my public duties. Thereafter, I will either arrange for the retention of such information consistent with federal or state record retention requirements or destroy such data, and any copies made, after the purpose for which the information is disclosed is served in such a way to prevent the information from being reconstructed, copied, or used by any means.
12. I certify or affirm I have received training on the confidential nature of the data to which I am being granted access to, the safeguards required for access privileges, and the penalties involved for any violations or have received written standards and instructions in the handling of confidential data from my employer, the Department or SFWIB. I will comply with all confidentiality safeguards contained in such training, written standards, or instructions, including but not limited to, the following: a) protecting the confidentiality of my user identification and password; b) securing computer equipment, disks, and offices in which confidential data may be kept; and c) following procedures for the timely destruction or deletion of confidential data.
13. I understand that if I violate any of the confidentiality provisions set forth in the written standards, training, and/or instructions I have received, my user privileges may be immediately suspended or terminated. I also understand that applicable state and/or federal law may provide that any individual who discloses confidential information in violation of any provision of that section may be subject to criminal prosecution and if found guilty could be fined, be subject to imprisonment and dismissal from employment. I have been instructed that if I should violate the provisions of the law, I may receive one or more of these penalties.

Should I have any questions concerning the handling or disclosure of confidential information, I shall immediately ask my supervisor or SFWIB security officer for guidance and comply with their instructions.

Employee Signature:  Date: 9.20.2023

Print Employee Name: Harriet Stricklen

Address: 1031 Dues Dairy Rd Ste 228
Miami, FL 33179

Work Telephone: (305) 925-3336

E-Mail: hstricklen@caltransinc.com



DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT

I, Harriet Stricklen, a board member / an employee of the board (circle one) hereby disclose that:

I, myself / my employer / my business / my organization/ OR "Other" (describe) (circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

Contractor Name & Address: Altrian, Inc. 1031 Ives Dairy Rd. Suite 228, Miami, Florida 33179

Contractor Contact Phone Number: (305) 925-3336

Description or Nature of Contract: Temporary Staffing Services

Description of Financial Benefit*: N/A

For purposes of the above contract the following disclosures are made:

The contractor's principals**/owners***: (check one)

X have no relative who is a member of the board; OR have a relative who is a member of the board, whose name is:

The contractor's principals**/owners*** is X is not (check one) a member of the board. If applicable, the principal's/owner's name is:

Signature of Board Member/Employee

Harriet Stricklen Print Name

9.3.2023 Date

* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority. *** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S VOTING TO APPROVE THE CONTRACT; BOARD MEMBERS WHO BENEFIT FINANCIALLY OR WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM THE VOTE, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERCEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, F.S. OR SECTION 101(f), WIOA.

**DISCLOSURE AND CERTIFICATION OF
CONFLICT OF INTEREST IN A CONTRACT**

I, _____, a board member / an employee of the board (circle one) hereby disclose that I, myself / my employer / my business / my organization/ OR "Other" (describe) _____ (circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: _____

Contractor Name & Address: _____

Contractor Contact Phone Number: _____

Description or Nature of Contract: _____

Description of Financial Benefit*: _____

For purposes of the above contract the following disclosures are made: The

contractor's principals**/owners***: (check one)

_____ have no relative who is a member of the board or an employee of the board; OR

_____ have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** _____ is _____ is not (check one) a member of the board. If applicable, the principal's/owner's name is: _____

Signature of Board Member/Employee

Print Name

Date

* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

**STATEMENT OF WORK
ALTRIAN, INC.
TEMPORARY STAFFING/PAYROLL SERVICES
HUMANITARIAN AID (DISLOCATED WORKER GRANT – NEG - NDW)**

1. Introduction:

The Contractor shall provide Temporary Staffing Services on an as needed basis to the South Florida Workforce Investment Board (“SFWIB”) d/b/a CareerSource South Florida (CSSF) as described herein.

2. Services to be Rendered:

The Contractor shall: (1) perform the services under this Agreement in a good workmanlike and professional manner; (2) conform to generally prevailing industry standards and practices; and (3) conform to the SFWIB’s expressed requirements set forth herein, including, but not limited to, the following:

A. On-board Processing

1. Upon request of the SFWIB, the hiring process shall include drug and alcohol testing. The SFWIB shall be billed and agrees to reimburse Contractor for all costs associated with drug and alcohol testing within 30 days of receipt of invoice.

B. Job Descriptions

1. Contractor shall hire individuals described in **Exhibit A, Attachment 1, Job Descriptions** attached hereto and incorporated by reference as if fully set forth herein, under the SFWIB’s supervision at any location the SFWIB designates.
2. The SFWIB may add or delete Job Descriptions at the option of the SFWIB. Any additions or deletions will be agreed to through an amendment to the original Agreement, which shall be executed by the SFWIB and the Contractor.

C. Payroll Services

1. Contractor shall designate sufficient resources to ensure payroll services are seamless, accurate and process timely.
2. Contractor shall work in conjunction with the needs of the SFWIB to process the payroll on a bi-weekly or weekly basis.
3. Contractor shall offer direct deposit and ensure direct deposits are posted to bank on pay date.
3. Contractor shall offer efficient payroll processing alternatives such as, paperless time reporting and pay cards.

D. Reporting Requirements

1. Contractor shall submit invoices that include supporting documentation that validates all wage payments, benefits, and withholdings for the payroll for which reimbursement is requested.
2. Contractor shall prepare payroll reports and provide to the SFWIB on a bi-weekly basis.
3. Contractor shall prepare, in a timely manner, all year-end payroll and tax processing report(s).
4. Contractor shall remit all payroll taxes to federal and state agencies on bi-weekly basis.
5. Contract shall handle unemployment and workers' compensation claims involving Assigned Employees.

E. Technical Assistance

1. Contractor shall identify a Project lead to work with the SFWIB's designated team member on projects.
2. Contract shall provide training, either on-site or tele-conference, at the request of the SFWIB.

F. Timeframes

1. Contractor shall work and cooperate with the SFWIB to ensure on-boarding process coincides within the fifteen (15) to twenty (20) day timeframe established by the SFWIB.

G. Holidays

1. The Contactor shall not require employees to perform services to the SFWIB on holidays officially observed by Miami-Dade County (County), unless such services are approved in writing by the SFWIB. If such services are required on official holidays observed by the County, the SFWIB will notify the Contractor in advance.
2. Holidays shall be billed at the regular non-holiday billing rates for the specified positions as set forth in **Exhibit A, Attachment 2, Pay Rate Table**. No additional allowances will be given for Holidays worked.

H. Overtime

1. Overtime may be billed to the SFWIB only if the overtime hours were previously approved in writing by the SFWIB and after the Assigned Employee has worked forty (40) hours in a week.

I. No Supervision By Contractor of Assigned Employees

1. Accept that Assigned Employees referred by the Contractor to the SFWIB will work at SFWIB's office or at any location the SFWIB designates. Although the Assigned Employees are employees of the Contractor, it is understood and agreed that the Contractor is not engaged in the preparation or review of the Assigned Employee's work product or performance in any circumstances. Accordingly, the Contractor will not control, direct or supervise the activities (including, without the limitation, the work schedules) of any Assigned Employee that the Contractor provides, and the Contractor does not participate in, has no knowledge of and assumes no responsibility for reviewing, examining or verifying either the assignment or performance of the Assigned Employees.

**GROUP A
(Job Description 1)
C&R Cook 1**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is skilled cooking and limited supervisory work in a Metro-Dade County correctional institution. Employees in this class are responsible for the performance of skilled cooking tasks and related supervision in the large-scale production of meals in a County correctional institution kitchen. Emphasis of the work is on the performance of a variety of skilled cooking tasks, directing inmate labor assisting in various food service activities to meet serving deadlines, ensuring proper portioning of food items, providing continuous training to kitchen trustees, operating standard cooking equipment, and supervising cleaning tasks to meet established sanitary requirements. Supervision is exercised over kitchen trustees assisting in various phases of food service operations. Supervision is received from a supervisory cook who supervises food preparation, serving functions and cleaning activities.

Duties and Responsibilities

- Directs inmate labor in tray make-up, loading food carts, use of steam trays and rethermalization units.
- Ensures proper handling, packaging and storage of food items.
- Operates standard cooking utensils and equipment including mixing machines, food choppers, wrapping machines, tray conveyors, and slicing machines.
- Trains cooks and inmates working as kitchen trustees on preparation of meals to meet deadlines for tray line and cafeteria and ensures proper portioning of food items to avoid conflicts among inmates over uneven portions.
- Discusses menu changes or utilization of leftovers with immediate supervisor.
- Exercises caution and control in supervising inmates working as kitchen trustees to avoid injuries, inmate escapes, theft of food items, and prevent contraband from entering the area.
- Prepares salads, sandwiches, slices meats and special dishes for inmates with special dietary considerations.
- Requisitions food items and supplies for cooking operations.
- Participates in portioning and distribution of soups, starches and vegetables for a variety of breakfast, lunch and dinner menus.
- Supervises inmates in cleaning kitchen items including utensils, food trays and rethermalization units to meet American Correctional Association sanitation standards.
- Performs related work as required.

Required Training and Experience

- Completion of eighth grade with one (1) year of experience in an institutional, commercial, or other large-scale food preparation environment is required.
- Valid Florida Driver's License.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Knowledge of modern methods and equipment used in a large-scale food service operation.
- Knowledge of standard and fancy recipes and cooking methods for various types of breakfast, luncheon and supper menus.
- Knowledge of supervisory principles and practices.
- Knowledge of American Correctional Association food regulations.
- Knowledge of sanitary requirements and the potential hazards in food preparation.
- Knowledge of food menus, general nutrition and modified diets, and portion control.
- Ability to follow written instructions in menus and recipes and perform skilled cooking.
- Ability to supervise a group of inmates working as kitchen trustees in accordance with correctional policies and regulations.
- Ability to follow and transmit precise verbal and written instructions.
- Ability to use and operate a variety of institutional food service utensils and equipment.
- Ability to work under conditions of high temperature and stress.
- Ability to meet serving deadlines in a large-scale food service operation.

**GROUP A
(Job Description 2)
C&R Cook 2**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is skilled supervisory cooking work in a Metro-Dade County correctional institution. Employees in this class are responsible for the supervision of skilled cooks and unskilled inmates serving as kitchen trustees in the large-scale production of meals in a County correctional institution kitchen. Responsibilities include supervising the cooking portion of meal preparation, meeting serving deadlines, ensuring equal portions and the quality of food servings, employing precautionary measures to ensure compliance with proper sanitary requirements, estimating food needs, requisitioning food supplies and related equipment, planning a variety of standard menus, and coordinating work with cooks on subsequent shifts. Supervision is exercised over skilled cooks and kitchen trustees engaged in various phases of food service operations. Supervision is received from a food service supervisor who reviews work for effectiveness in food preparation, serving functions and cleaning activities.

Duties and Responsibilities

- Plans, schedules, and arranges work flow for a large number of skilled cooks and inmates serving as unskilled kitchen trustees in a County correctional institution kitchen; and schedules operations to meet serving deadlines.
- Supervises the cooking portion of food preparation; roasts meats or prepares special dishes as required; ensures recipes are followed to avoid under/over cooking and/or food loss through improper preparation.
- Employees precautionary measures to guard against health hazards and ensures compliance with proper sanitary requirements.
- Provides continuous training for new inmates working in a kitchen trustee capacity; exercises caution and control in supervising inmates to avoid injuries, inmate escapes, theft of food items, and prevent contraband from entering the area.
- Estimates food needs for standard menus; requisitions food supplies and equipment and maintains related records; streamlines grand-scale food preparations for an economical and efficient operation.
- Coordinates planning with cooks on subsequent shifts and discusses preparation of special menus with food service supervisors.
- Provides advice and assistance to skilled cooks in food preparations.
- Supervises kitchen trustees in cleaning food service areas associated with cooking to maintain standard American Correctional Association sanitary requirements.
- Ensures the use of proper fire safety procedures for a large correctional facility kitchen and precautionary measures governing inmates during emergency situations.
- Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.
- Performs related work as required.

Required Training and Experience

- Completion of eighth grade with two (2) years of experience in a large-scale food preparation environment; or
- An Associate's Degree in a Culinary Arts Program, Hospitality or related field or a certificate of completion from a Culinary Arts school may substitute for the required experience on a year-for-year basis.
- Valid Florida Driver's License.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Considerable knowledge of modern methods and equipment used in large-scale food service operations.
- Considerable knowledge of standard and fancy recipes and cooking methods for various types of breakfast, luncheon and supper menus.
- Considerable knowledge of supervisory principles and practices.
- Knowledge of American Correctional Association food regulations.
- Knowledge of sanitary requirements and the potential hazards in food preparation.
- Knowledge of the preparation of special therapeutic diets.
- Ability to supervise skilled cooks and kitchen trustees in accordance with correctional policies and regulations.
- Ability to estimate quantities of food supplies required for large-scale food preparation.
- Ability to plan and schedule food service operations to achieve goals in food preparation and in meeting serving deadlines.
- Ability to follow and transmit precise verbal and written instructions.
- Ability to use and operate a variety of institutional food service utensils and equipment.
- Ability to work under conditions of high temperature and stress.

**GROUP A
(Job Description 3)
Custodial Worker 1**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is moderately heavy manual work performing routine housekeeping tasks on an assigned shift in County buildings or facilities. Employees in this class perform manual work involving a variety of housekeeping and domestic tasks to assist in the maintenance of County buildings. Duties include cleaning restrooms and offices, washing windows, removing trash, vacuuming carpets and mopping floors. Incumbents are responsible for the use of proper methods and materials in cleaning and in caring for buildings and equipment. Supervision is received from a custodial supervisor who periodically inspects work in progress and upon completion for satisfactory performance of housekeeping assignments.

Duties and Responsibilities

- Scrubs, mops, waxes, and polishes floors; vacuums carpeting; dusts and polishes furniture; washes windows, water fountains, woodwork, toilets, wash rooms and fixtures; cleans baseboards, doors, and walls.
- Keeps areas around buildings clean and free of litter; and sweeps walkways.
- Replaces burned out light bulbs; assists in making simple repairs to buildings and equipment.
- Changes trash and garbage cans and relines with plastic trash bags as required; cleans food conveyors; washes pots and pans; cleans stoves, tables, and refrigerators; cleans steam tables and broilers; washes floors in kitchens and cafeterias; washes glassware and dishes.
- Moves office and institutional furniture and equipment from one place to another as directed; arranges chairs and tables in meeting rooms.
- Checks and delivers linens and laundry.
- Performs related work as required.

Required Training and Experience

- Completion of eighth grade with three (3) months of experience performing manual labor involving a variety of janitorial or custodial tasks is required.
- Valid Florida Driver's License.
- Ability to perform manual labor under adverse weather conditions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Some knowledge of the materials, methods and equipment typically used in janitorial work.
- Some knowledge of the geography of the buildings or facilities of assignment.
- Ability to make minor repairs and adjustments to cleaning equipment.
- Ability to understand and follow simple verbal and written instructions.
- Physical strength and agility sufficient to perform assigned duties.

**GROUP A
(Job Description 4)
Custodial Worker 2**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is heavy manual work performing more difficult housekeeping tasks on an assigned shift in County buildings or facilities. Employees in this class perform heavy manual work involving a variety of housekeeping tasks to assist in the maintenance of a variety of County buildings. Duties include operating various types of automatic housekeeping equipment, cleaning restrooms and offices, removing trash, washing windows, vacuuming carpets and mopping floors. Incumbents are responsible for the use of proper methods and materials in cleaning and caring for buildings and equipment. Work is distinguished from that of the next lower class by the requirement for greater skill in the performance of work, more independence of action and primary operation of various types of automated housekeeping equipment. Supervision is received from a custodial supervisor who periodically inspects work in progress and upon completion for satisfactory performance of housekeeping assignments.

Duties and Responsibilities

- Operates automatic housekeeping equipment for floor cleaning including buffing and carpet shampoo machines and other equipment; scrubs, strips and waxes floors and shampoos carpets.
- Operates wall vacuum cleaners and wall washing equipment; cleans walls, curtains, drapes, Venetian blinds, and using ladders as necessary.
- Maintains working order and cleanliness of wall washing equipment, floor machines, vacuum cleaners, wet-dry vacuum cleaners, automatic scrubbing equipment, wringers, dollies, and floor signs; and makes minor repairs when necessary.
- Performs routine daily cleaning of offices, lobbies, conference rooms and classrooms; mops floors, dusts and polishes furniture; washes woodwork and fixtures.
- Scrubs and disinfects restroom floors; cleans tile, dividers and baseboards; cleans, polishes and disinfects toilets; checks and replenishes linen, toilet paper, hand soap, and deodorizers.
- Cleans and changes trash and garbage cans and relines with plastic trash bags as required; washes outside surfaces and refrigerators, cabinets, and furniture.
- Performs related work as required.

Required Training and Experience

- Completion of eighth grade with six (6) months of experience in custodial or janitorial work to include experience in heavy-duty cleaning and manual labor are required.
- Valid Florida Driver's License.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Knowledge of the materials, methods, and equipment typically used in janitorial work.
- Knowledge of operation and routine care of various types of automatic housekeeping equipment.
- Knowledge of disinfectants used in cleaning restrooms and other common areas.

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- Some knowledge of general sanitation standards in cleaning work.
- Ability to make minor repairs and adjustments to automatic cleaning equipment.
- Ability to work with a minimum of supervision from written job procedures and work schedules.
- Ability to understand and follow simple oral and written instructions.
- Physical strength and agility sufficient to perform assigned duties.

**GROUP A
(Job Description 5)
Debris/Clean-up Worker**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

This position is responsible for the clearance, removal, and/or disposal of items (such as trees, woody debris, sand, mud, silt, gravel, and damaged building components/contents); wreckage produced during the conduct of emergency work, and other disaster related wreckage.

Required Training and Experience

- High School diploma or GED.
- Experience may substitute for education on a year for year basis.
- Knowledge of general debris/clean-up tasks and procedures.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Skill in operation of light equipment (hand tools) utilized in debris/clean-up work.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

**GROUP A
(Job Description 6)
Driver**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Transport deliveries safely to their destination locations on time. As part of this duty, verify shipping loads against the paperwork and obtain signatures for materials when they are delivered.
- Determine the most efficient route to destinations to ensure timely delivery.
- Maintain records of routes and times in accordance with state and federal law.
- Inspect and maintain the delivery vehicle and all related equipment, putting in repair requests as necessary to maintain safe operation during the loading and unloading process.
- Take on material handling duties as necessary to complete the delivery of necessary materials to destination locations, including handling materials during loading and unloading.
- Contacts customers to confirm delivery details and maintains delivery logs/records.
- Determines placement of merchandise, follows safety and lifting protocols during deliveries, and conducts safety reviews.
- Performs other job-related duties as assigned by supervisor.

Required Training and Experience

- High School diploma or GED.
- Valid Florida Driver's License with a clean driving record.
- Ability to regularly lift and/or move objects 10-20 pounds and occasionally lifts and/or move objects that weigh more than 50 pounds.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Experience with inventory and equipment maintenance is required.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Occasionally required to sit and climb or balance.

**GROUP A
(Job Description 7)
Fisherman**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Attach nets, slings, hooks, blades, and/or lifting devices to cables, booms, hoists, and/or dredges.
- Connect accessories such as floats, weights, flags, lights, or markers to nets, lines, or traps.
- Harvest marine life for human or animal consumption, using diving or dredging equipment, traps, barges, rods, reels, and/or tackle.
- Club or gaff large fish to enable hauling them into fishing vessel.
- Load and unload vessel equipment and supplies, by hand or using hoisting equipment.
- Plan fishing operations, establishing the fish to be sought, the fishing location, the method of capture, and the duration of the trip.
- Pull and guide nets, traps, and lines onto vessels, by hand or using hoisting equipment.
- Put fishing equipment into the water and anchor or tow equipment, according to the fishing method used.
- Remove catches from fishing equipment and measure them to ensure compliance with legal size. Return undesirable or illegal catches to the water.
- Sort, pack, and store catch in holds with salt and ice.
- Steer vessels and operate navigational instruments.
- Wash decks, conveyors, knives, and other equipment, using brushes, detergents, and water.
- Compute positions and plot courses on charts to navigate vessels, using instruments such as compasses, sextants, and charts.
- Direct fishing operations, and supervise fishing crew members.
- Maintain engines, fishing gear, and other on-board equipment; and perform minor repairs.
- Record in logbooks specifics of fishing activities such as dates, harvest areas, yields, and weather and sea conditions.
- Operate rowboats, dinghies, and/or skiffs to transport fishers, divers, and/or sponge hookers; or to tow and position fishing equipment.
- Sell catches by contacting and negotiating with buyers or by sending catches to fish auctions. Transport fish to processing plants or to buyers.
- Performs related duties as assigned.

Required Training and Experience

- High school diploma or GED.
- Knowledge of techniques and equipment for fishing to include storage/handling.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

**GROUP A
(Job Description 8)
Food Service Worker 1**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is routine food preparation and serving work in county homes and institutions. Work involves assistance to cooks, dietitians, and other personnel in kitchens or dining rooms in such tasks as cleaning and chopping fruit and vegetables, weighing, measuring and assembling ingredients for various recipes, preparing coffee in large volume, portioning and cutting desserts and serving food in cafeterias or on hospital wards. Employees in this class are required to observe established sanitary standards in the preparing, handling and serving of food, and in their personal hygiene, and are responsible for courtesy and a pleasant demeanor in serving patrons of the dining service. Work is performed under immediate supervision of cooks, dietitians or other personnel who inspect work in progress and review results obtained.

Duties and Responsibilities

- Cleans and chops vegetables and fruits; weighs, measures and assembles ingredients for cooks; mixes and unmolds gelatin salads; makes coffee and toast.
- Portions and cuts desserts; portions out salad dressings and salads, and pours between meal nourishments.
- Serves food to customers in cafeteria lines; keeps cafeteria line supplied with hot foods; loads steam carts for delivery to hospital floors and sets up trays for patients.
- Serves food to patients and keeps records of such service as required.
- Cleans kitchens and dining rooms; operates automatic dishwashers as assigned; dusts tables; cleans sugar bowls, salt and pepper shakers and kitchen utensils.
- Performs related work as required.

Required Training and Experience

- High School diploma or GED.
- Valid Florida Driver's License.
- Ability to perform manual labor under adverse weather conditions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Some knowledge of the principles and practices of sanitation and personal hygiene as applied to food preparation and service.
- Some knowledge of the use and care of food service equipment and kitchen utensils. Some knowledge of food preparation and serving procedures in the unit of assignment.
- Ability to secure a health card at the time of appointment.
- Ability to understand and follow verbal and written instructions.
- Ability to maintain a sympathetic attitude towards patients.

**GROUP A
(Job Description 9)
Food Service Worker 2**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is food preparation and serving work in performance of more responsible tasks in county homes or institutions. Work involves assistance to cooks, dietitians and other personnel in a variety of more difficult food preparation tasks such as mixing and baking various puddings, mixing gelatin desserts or sheet cakes, and preparation of various salads including special diet recipes. Employees are required to observe established sanitary standards in the preparing, handling and serving of food and in personal hygiene. Work is performed under the general supervision of cooks, dietitians or other supervisory personnel who inspect results obtained.

Duties and Responsibilities

- Performs a variety of food preparation tasks in the kitchen of a hospital or home; prepares and bakes rice, bread and other puddings; prepares gelatin desserts; mixes and bakes sheet cakes from cake mixes, and prepares various standard cake frostings.
- Prepares a variety of fruit and vegetable salads and assembles cold plates for cafeteria.
- Prepares desserts, salads and nourishments for various special diets according to standard recipes.
- Order supplies for salad, baking or cold plate areas; assists cooks in preparation of soups and vegetables for luncheon or evening meals, or in preparation of breakfast meals.
- Performs various cooking tasks in the absence of cooks assigned.
- Cleans kitchen and dining rooms and kitchen equipment or utensils, as assigned.
- Performs related work as required.

Required Training and Experience

- Six (6) months of experience as a Food Service Worker 1; or eighth grade and six (6) months of experience in routine food preparation and food service work assisting cooks, dietitians, or other personnel engaged in food preparation in a home, hospital, cafeteria, or similar institutional food preparation environment are required.
- Valid Florida Driver's License.
- Ability to perform manual labor under adverse weather conditions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Knowledge of the principles and practices of sanitation and personal hygiene as applied to food preparation and service.
- Knowledge of the use and care of food service equipment and kitchen utensils.
- Knowledge of food preparation and serving procedures in the unit of assignment.
- Some knowledge of a variety of food preparation tasks on a volume basis.
- Some knowledge of the requirements of cooking on a volume basis.
- Ability to secure a Health card at time of appointment.
- Ability to understand and follow oral and written instructions.
- Ability to perform a variety of food preparation and assembly tasks.

**GROUP A
(Job Description 10)
General Laborer**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

This position is responsible for the clearance and/or removal of debris and other disaster related wreckage from homes, businesses, roadways and sidewalks by loading/unloading debris in dumpsters/trucks to aide in preparing homes and businesses for reconstruction and restoration.

Required Training and Experience

- High School diploma or GED.
- Valid Florida Driver's License.
- Knowledge of general labor tasks and procedures.
- Ability to perform general manual labor and semi-skilled work under adverse weather conditions.
- Ability to follow written and oral instructions.
- Skill in operation and maintenance of equipment and tools related to the position.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

**GROUP A
(Job Description 11)
General Maintenance Worker/Repairer**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Replaces defective light bulbs throughout a large building; cuts, threads and bends conduit pipe to sizes and lengths as required by electricians; replaces burned out fuses; cleans and lubricates desk fan; checks brushes on fan motors.
- Makes general minor repairs to wood fixtures, ramps, ladders, and frames; assists in the installation of door locks, hinges, shelf brackets, sash chains, and other hardware fixtures; feeds lumber into power saws, planers, and joiners; operates power and manual tools to assist carpenters in cutting, fitting, assembling, and erecting wooden objects and structures.
- Mixes plaster, mortar, and cement; slakes lime; assists journeyman engaged in building or repairing brick, stone, or tile walls and structures.
- Does rough painting, independently or under direction of journeyman or foreman; sands down furniture or other items to be painted; applies primer and finished coat using brush or spray gun; cuts glass to size and shape; inserts in windows using putty.
- Assists in repair and overhaul of air conditioning and refrigeration equipment utilizing semi-skills of the electrical and plumbing trades.
- Assists skilled automotive mechanics in taking down and reassembling automobiles, trucks, and tractors; makes minor repairs to automotive equipment under supervision of mechanics.
- Installs and repairs street signs and asphalt channelization, using hand tools such as post hole digger, iron bar, and air hammer.
- Assists plumbers by unstopping sinks, toilets, hand basins, sewer lines, and similar systems and facilities.
- Rakes leaves, hoes and weeds flower beds and trims and prunes trees.
- Erects scaffolding; loads and unloads materials, cleans tools, and work area upon completion of project.
- Performs related work as required.

Required Training and Experience

- Completion of eighth grade with one (1) year of experience performing semi-skilled maintenance and repair tasks or assisting with maintenance and repairs in any of a variety of the skilled trades is required.
- Valid Florida Driver's License.
- Ability to perform general manual labor and semi-skilled work under adverse weather conditions.
- Skill in operation and maintenance of equipment and tools related to the position.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Knowledge of the occupational hazards and safety precautions of the work.

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- Ability to understand and follow oral and written instructions and to interpret and work from rough sketches.
- Ability to make rough estimates of time and material requirements.
- Ability to develop skill in the use and care of the tools, materials, and equipment of the trades areas concerned.
- Must be able to lift 50 lbs.

**GROUP A
(Job Description 12)
Line Cook (Food Preparation Worker)**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Operates standard cooking utensils and equipment including mixing machines, food choppers, wrapping machines, tray conveyors, and slicing machines.
- Clean and sanitize work areas, equipment, utensils, dishes, or silverware.
- Prepare a variety of foods, such as meats, vegetables, or desserts, according to customers' orders or supervisors' instructions, following approved procedures.
- Store food in designated containers and storage areas to prevent spoilage.
- Take and record temperature of food and food storage areas, such as refrigerators and freezers.
- Wash, peel, and cut various foods, such as fruits and vegetables, to prepare for cooking or serving.
- Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.
- Inform supervisors when equipment is not working properly and when food and supplies are getting low, and order needed items.
- Performs other job-related duties as assigned by supervisor.

Required Training and Experience

- High School diploma or GED.
- Valid Florida Driver's License.
- Ability to lift up to 75 pounds.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Some knowledge of the principles and practices of sanitation and personal hygiene as applied to food preparation and service.
- Some knowledge of the use and care of food service equipment and kitchen utensils.

**GROUP A
(Job Description 13)
Litter Removal**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Routinely removes loose and bagged litter and debris in all right-of-ways and parks throughout the Islamorada, Village of Islands.
- Routinely clears and/or removes gravel, soil and other debris from the multipurpose trails throughout the Islamorada, Village of Islands with manual and automatic tools.
- Routinely clears and/or removes gravel, soil and other debris from all storm water inlets and drains.
- Performs other job-related duties as assigned by supervisor.
- Safely operates light trucks, utility vehicles and other related types of equipment.
- Performs daily safety inspections of assigned equipment prior to and after use.
- Properly maintains and washes assigned equipment weekly.
- Prepares and maintains records and reports as required.
- Performs related work as required.

Required Training and Experience

- High School diploma or GED.
- Valid Florida Driver's License.
- Ability to lift up to 75 pounds.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

**GROUP A
(Job Description 14)
Maintenance Repairer 1**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Replaces defective light bulbs throughout buildings.
- Cuts, threads and bends conduit pipe to sizes and lengths as required by electricians.
- Replaces burned out fuses.
- Makes general minor repairs to wood fixtures, ramps, ladders, and frames.
- Assists in the installation of door locks, hinges, shelf brackets, sash chains, and other hardware fixtures.
- Feeds lumber into power saws, planers, and joiners.
- Operates power and manual tools to assist carpenters in cutting, fitting, assembling, and erecting wooden objects and structures.
- Mixes (plaster, mortar, and cement), slakes lime, assists journeyman engaged in building or repairing brick, stone, or tile walls and structures.
- Required to perform rough painting, independently or under direction of journeyman or foreman; sands down furniture or other items to be painted; applies primer and finished coat using brush or spray gun.
- Assists in repair and overhaul of air conditioning and refrigeration equipment utilizing semi-skills of the electrical and plumbing trades.
- Installs and repairs street signs and asphalt channelization, using hand tools such as post hole digger, iron bar, and air hammer.
- Assists plumbers by unstopping sinks, toilets, hand basins, sewer lines, and similar systems and facilities.
- Erects scaffolding, loads and unloads materials, cleans tools, and work area upon completion of project.
- Performs related work as required.

Required Training and Experience

- Completion of eighth grade.
- One (1) year of performing semi-skilled maintenance and repair tasks experience; or One (1) year experience of assisting with maintenance and repairs in any of a variety of the skilled trades.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

**GROUP A
(Job Description 15)
Sanitation/Janitorial Worker**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

This is heavy manual work performing more difficult housekeeping tasks on an assigned shift in buildings or facilities. Employees in this class perform heavy manual work involving a variety of housekeeping tasks to assist in the maintenance of a variety of buildings. Duties include operating various types of automatic housekeeping equipment, cleaning/sanitizing restrooms and offices, removing trash, washing windows, vacuuming carpets and mopping/disinfect floors. Incumbents are responsible for the use of proper methods and materials in cleaning and caring for buildings and equipment.

Duties and Responsibilities

- Responsible for all standard safety procedures to ensure a safe work environment, while preparing and handling sanitation equipment.
- Adheres to all safety requirements including PPE (Personal Protective Equipment), preventing and reporting unsafe acts and conditions.
- Operates automatic housekeeping equipment for floor cleaning including buffing and carpet shampoo machines and other equipment, scrubs, strips and waxes floors and shampoos carpets.
- Operates wall vacuum cleaners and wall washing equipment; cleans/sanitizes walls, curtains, drapes, Venetian blinds, and using ladders as necessary.
- Maintains working order and cleanliness of wall washing equipment, floor machines, vacuum cleaners, wet-dry vacuum cleaners, automatic scrubbing equipment, wringers, dollies, and floor signs; and makes minor repairs when necessary.
- Performs routine daily cleaning of offices, lobbies, conference rooms and classrooms; mops floors, dusts and polishes furniture; washes woodwork and fixtures.
- Scrubs and disinfects restroom floors; cleans tile, dividers and baseboards; cleans, polishes and disinfects toilets; checks and replenishes linen, toilet paper, hand soap, and deodorizers.
- Cleans and changes trash and garbage cans and relines with plastic trash bags as required; washes outside surfaces and refrigerators, cabinets, and furniture.
- Performs related work as required.

Required Training and Experience

- Completion of eighth grade with three (3) months of experience performing manual labor involving a variety of janitorial or custodial tasks is required.
- Valid Florida Driver's License.
- Ability to perform manual labor under adverse weather conditions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Knowledge of the materials, methods, and equipment typically used in janitorial work.
- Knowledge of operation and routine care of various types of automatic housekeeping equipment.

**EXHIBIT A
ATTACHMENT 1**

- Knowledge of disinfectants used in cleaning restrooms and other common areas.
- Some knowledge of general sanitation standards in cleaning work.
- Ability to make minor repairs and adjustments to automatic cleaning equipment.
- Ability to work with a minimum of supervision from written job procedures and work schedules. Ability to understand and follow simple oral and written instructions.
- Physical strength and agility sufficient to perform assigned duties.

**GROUP A
(Job Description 16)
Warehouse Worker/Clerk**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Completes shipments by processing and loading orders.
- Prepares orders by processing requests and supply orders, pulling materials, packing boxes, and placing orders in delivery area.
- Completes deliveries by driving truck or van to and from vendors.
- Maintains truck or van by completing preventive maintenance requirements and arranging for repairs.
- Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory.
- Maintains safe and clean work environment by keeping shelves, pallet area, and work stations neat. Organize warehouse and work area for orderliness at all times.
- Promotes clean shipping supply area by complying with procedures, rules, and regulations.
- Prepare parcels for mailing.
- Operate and maintain preventively warehouse vehicles and equipment.
- Performs related work as required.

Required Training and Experience

- High School diploma or GED.
- Valid Florida Driver's License.
- Ability to regularly lift and/or move objects 10-20 pounds and occasionally lifts and/or move objects that weigh more than 50 pounds.
- Ability to perform manual labor under adverse weather conditions.
- Ability to follow written and oral instructions.
- Experience with inventory, equipment maintenance, data entry and computer skills are required.
- Physical strength and agility sufficient to perform assigned duties.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Regularly required to use hands to finger, handle or feel, reach with hands and arms and talk or hear.
- Occasionally required to sit and climb or balance.

**GROUP B
(Job Description 1)
Account Clerk**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Maintains cash, invoice, disbursement or control accounts; balances accounts and prepares routine reports; takes trial balances.
- Checks and codes invoices; prepares vouchers for payment and maintains voucher register.
- Compiles figures for use in preparation of preliminary budgets.
- Charges cost items to cost journals; extends, proves and assembles cost records; posts monthly cost records to ledgers.
- Counts, proves, records, and prepares reports on daily cash receipts; posts to cash ledgers; prepares daily bank deposit; reimburses concession managers for cash disbursements; prepares reports on daily cash disbursements and posts to disbursement journal.
- Pre-audits fiscal documents for completeness, accuracy and compliance with well defined departmental accounting procedures.
- Classifies receipts and expenditures according to standard accounting classifications.
- Maintains time, material, and equipment rental cost account records for capital improvement and maintenance projects.
- Operates calculators, computer terminals, and other standard office equipment.
- Performs related duties as assigned.

Required Training and Experience

- High school diploma or GED.
- One (1) year of bookkeeping experience; completion of one-year business school program of instruction in computer accounting and bookkeeping; or completion of six semester credits in Accounting is required.
- Valid Florida Driver's License.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) preferred.
- Must pass pre-employment screening/background check.

**GROUP B
(Job Description 2)
Accountant**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Reviews and maintains financial information to ensure proper reporting and analysis on a regular basis.
- Reviews and makes recommendations for development and modification for improvement of specific areas of accounting procedures to assure conformity to policy and increase effectiveness.
- Prepares special reports and provides necessary documents for grant applications and reporting.
- Prepares special project analysis as directed.
- Prepares reports for other governmental agencies.
- Reviews and approves vendor invoices.
- Responsible for management of accounts receivable, accounts payable, cash receipts, and cash basis reimbursements.
- Analyzes bank reconciliations, trial balances and other financial reports in preparing monthly financial reports.

Required Training and Experience

- Bachelors degree in Accounting; Bachelors degree to include 21 semester credits in Accounting; or completion of 21 semester credits in Accounting and four years of accounting or bookkeeping experience are required
- Valid Florida Driver's License.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) preferred.
- Must pass pre-employment screening/background check.

**GROUP B
(Job Description 3)
Customer Service Representative (DWG)**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Perform general office duties such as typing correspondence (forms and reports), opening/distributing mail, filing documents and other duties.
- Operates office equipment, including personal computer, copy machine, and fax machine.
- Schedule appointments for referral services for jobseekers.
- Follow-up with customers regarding training and employment status.
- Receive queries from the general public requesting NDWG services or information.
- Identify the type of service is being requested by listening, asking relevant questions, evaluating information obtained and determine what type(s) of NDWG services are available to successfully handle the request.
- Provides customer assistance in the areas of work registration, resume preparation, job search, internet browsing and e-mail applications.
- Directs and provides information to customers regarding services and procedures and makes referrals to the appropriate place or person within the center once the customer has completed orientation and work registrations, when required.
- Maintains records for all customers who receive orientation, work register in EMD and IAA, and other Resource Area transactions and prepares routine and ad hoc activity reports for management, as required.
- Provides general and program orientations.
- Performs related duties as assigned.

Required Training and Experience

- Bachelor's degree in Business or Public Administration or related field from an accredited college or university.
- One (1) year of customer service and/or sales experience.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) preferred.
- Must pass pre-employment screening/background check.

**GROUP B
(Job Description 4)
Eligibility Specialist (Disaster/DWG)**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Pre-screen applicants, gather and review documents collected during the intake process to determine enrollment eligibility under the WIOA and subsequent temporary employment under the Disaster (DWG) for the Disaster Relief Employment Assistance Program.
- Performs necessary case record documentation, paperwork and record keeping in order to verify completeness and accuracy, and to determine eligibility status under WIOA regulations.
- Keep records of assigned cases, and prepare required reports.
- Enters all relevant data (case management notes, job placement, follow-up etc.) into computer tracking system. Performs the day-to-day data entry into the One-Stop System Tracking (OSST) and Employ Miami-Dade (EMD)/Employ Monroe (EM) system.
- Performs related duties as assigned.

Required Training and Experience

- Bachelor's Degree.
- Experience may substitute for education on a year for year basis.
- One (1) year of customer service experience.
- Two (2) years of advanced clerical experience.
- Bilingual (English/Creole or English/Spanish) is preferred.
- Excellent verbal and written communication skills.
- Proficient with Microsoft Office applications.
- Must pass pre-employment screening/background check.
- Required to be Tier I certified within ten (10) business days of hire date.

**GROUP B
(Job Description 5)
Grant Writer**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Keeps informed on a wide range of grant opportunities and identifies potential state and federal funding sources.
- Determines grant requirements and performs initial grant assessment prior to transmittal to appropriate departments.
- Writes, reviews, and edits grant applications and proposals.
- Ensures that all Special Conditions of the grants are met in order to affect award of funds.
- Completes all financial and program reports and forwards to specified parties.
- Establishes and maintains contact with federal, state and local agencies to ensure that presentation of proposals and applications to funds are handled appropriately.
- Adheres to deadlines and ensures specifications of funding sources are followed through project and program tracking and reporting.
- Develops communication and rapport with state and federal officials involved in the selection of grantees and the allocation of grant funds.
- Provides training and technical assistance to departments and CBOs in the preparation of grant applications and proposals.
- Coordinates and facilitates grant initiatives involving multiple departments.
- Assists in documenting compliance with any maintenance of effort or matching requirements.
- Prepares grant fiscal impact and feasibility statements.
- Monitors progress and prepares grant status reports.
- Performs related duties as assigned.

Required Training and Experience

- Bachelor's Degree.
- Three (3) years of professional experience in the development of public and/or private sector grant funding to include experience in the preparation of grant applications are required.
- Valid Florida Driver's License.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) preferred.
- Must pass pre-employment screening/background check.

**GROUP B
(Job Description 6)
Regional Community Services Advocate**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Represents the department before several community boards, committees and task forces, and provides administrative staff support.
- Attends meetings with individuals, community leaders, community organizations and volunteer agencies to advise/inform them of matters pertinent to the community.
- Develops and conducts seminars and workshops to educate and inform the community on services available to them.
- Meets with representatives of local, state and federal agencies to discuss community incidents and issues.
- Performs assessment of community incidents and conflicts.
- Develops and conducts surveys in cooperation with other organizations to determine priority needs within the community.
- Develops educational and informational radio and television programs for the benefit of the community.
- Assists in the development of programs for the community.
- Participates in the department's on-going customer service, consumer satisfaction, and internal assessment and evaluation activities.
- Performs related work as required.

Required Training and Experience

- High School diploma or GED.
- One (1) year of clerical experience to include interviewing.
- Ability to follow written and oral instructions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

GROUP B
(Job Description 7)
Special Project Administrator

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Coordinates complex administrative duties with department-wide responsibility.
- Serves as Project Manager over specialized projects and program coordinator.
- Develops and implements departmental and program policies, procedures and revisions.
- Prepares complex reports for the department director and assistant directors.
- Plans, assigns and reviews the work of subordinate professional staff.
- Performs quality control reviews of reports to ensure compliance with departmental and county standards.
- Determines the information system needs of the department.
- Provides technical advice and assistance to department personnel on appropriate contract and grant preparation methods and procedures.
- Prepares grant approval resolutions for action.
- Examines sources of fiscal support, generates applications for grant funds and administers grants upon award to the department.
- Performs related work as required.

Required Training and Experience

- Bachelor's Degree.
- Three (3) years of professional experience to include:
 - Customer service
 - Public contact
 - Outreach activities or
 - Providing referral services
- Bilingual (English/Spanish or English/Creole) is preferred.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

GROUP B
(Job Description 8)
Violence Prevention Community Advocate

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Screens all incoming referrals of violence victims/families within 48 hours of receipt of the referral and schedule an appointment for initial assessment.
- Completes the initial assessment to determine level of service to be provided, safety concerns, by focusing on the victim's/family's eligibility for public benefits, housing status, income, household composition and other factors impacting the individual/family's housing stabilization.
- Provides home visitations and meets regularly with all assigned victims/families.
- In partnership with families, creates a family plan, makes referrals, facilitates access to services and monitor to ensure that all components of family plan may be accomplished.
- Works with violence victims and families to develop safety plans and understanding of court and other systems working with the family.
- Identifies participant's available resources, strengths and supports that can support the goals in his/her housing stabilization action plan. Identifies any risk factors and unmet service needs, that should be taken into account in the development, implementation and monitoring of the housing stabilization action plans to prevent homelessness and maintain a stable, permanent housing arrangement for the family.
- Provides appropriate referrals and linkages to community based agencies that can provide resources to address service needs of participants that cannot be provided directly by Advocate Program or its community partners.
- Effectively communicates with the participant and his/her landlord about the required documentation needed to process the family's application for emergency financial assistance/rental assistance through the program. Once the necessary documentation are obtained, submit the participant's application to the Program Coordinator by fax or e-mail for final review and approval process.
- Develops and maintains effective liaison and interagency referral partnerships with all of the agencies in the community, and continuously identify new community resources that may benefit participants in all categories.
- Work as part of a multi-disciplinary team providing "client centered services" with all staff members, as well as the other case managers participating in the program.
- Reports to the Director on all issues relevant to program's functioning, including the interagency referral process.
- Maintains participants' files accurately for internal and external audits.
- Maintains all required documentation in participants' confidential case records, and assists the Program Manager and Director with the preparation of any required program and statistical reports.
- Performs related work as required.

Required Training and Experience

- Bachelor's Degree in Social Work, Sociology, or related field.
- One (1) year of experience working with domestic violence and/or sexual assault survivors.
- One (1) year of Social Services experience.
- Bilingual (English/Spanish or English/Creole) is preferred.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.

**GROUP B
(Job Description 9)
Eligibility Worker**

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Greets the public in a professional, courteous and helpful manner.
- Manages and coordinates office operations (i.e. telephone and customer flow).
- Receives and provides customers with significant knowledge of the agency service delivery system.
- Completes on-line applications for rent and utility assistance timely and accurately.
- Provides information regarding when, where, and how to apply for assistance, including eligibility criteria and benefits available to customers.
- Assists with completion of customer intake and needs assessment in order to determine eligibility and appropriate energy category assistance available.
- Processes application in the Management Information System (MIS) for rent assistance.
- Assists with completion of forms (i.e. intakes and other required documents).
- Coordinates with social service agencies and make the appropriate customer referrals as needed.
- Performs general clerical task (i.e. customer log book, labeling folders, filing and record keeping).
- Performs related duties as assigned.

Required Training and Experience

- High School diploma or GED.
- One (1) year of clerical experience to include interviewing.
- Ability to follow written and oral instructions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Valid Florida Driver's License.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) preferred.

GROUP B
(Job Description 10)
Senior Meal Program Resolution Worker

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Manages Continuous Emission Monitoring Systems (CEMS) escalations cases—unacceptable meals, missed delivery, address verifications and more.
- Manages complaint, rejection of meals reported by vendor and vendor/other source informed cancellation.
- Communicates with vendor on No Meals/Missed Delivery.
- Communicates with vendors and Emergency Operations Center (EOC) Food Unit.
- 311 co-liaisons to Miami-Dade County Community Action and Human Services Department (CAHSD).
- Provides daily feedback from vendors and address verifications and updates.
- Provides daily reports to CAHSD Assistant Director.
- Performs related duties as assigned.

Required Training and Experience

- High School diploma or GED.
- One (1) year of clerical experience to include interviewing.
- Ability to follow written and oral instructions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Valid Florida Driver's License.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) preferred.

GROUP B
(Job Description 11)
Telephone Reassurance Worker

The purpose of the Disaster Dislocated Worker Grant (DWG) award is to provide disaster-relief temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by a natural disaster or emergency. Use of these funds must follow all applicable Workforce Innovation Opportunity Act (WIOA) laws, rules, and regulations and must be consistent with the State of Florida National Disaster Dislocated Worker Grant (NDWG) program requirements and Operational Guidance for National Dislocated Worker Grants (TEGL 2-15).

Duties and Responsibilities

- Manages data entry and client's database.
- Completes telephone re-assessments for Miami-Dade County's at-risk elderly and adult with disability population.
- Conducts telephone re-assurance to elderly in order to reduce isolation and loneliness.
- Assists with monitoring of food services delivery system.
- Makes referrals to meet identified needs of clients/caregivers.
- Handles inquiries, work requests and complaints.
- Answers and directs phone calls accordingly.
- Type's document, photocopy, scan and fax.
- Performs related duties as assigned.

Required Training and Experience

- High School diploma or GED.
- Ability to work tactfully and patiently with the elderly and persons with disabilities.
- Ability to treat clients/caregivers and the general public with empathy and respect.
- Ability to work in a courteous and professional manner with administrators, supervisors and peers.
- Ability to prioritize assignments and address other related duties as assigned.
- One (1) year of clerical experience to include interviewing.
- Ability to follow written and oral instructions.
- Must pass pre-employment screening/background check.
- A U.S. citizen or eligible to work in the U.S.
- Valid Florida Driver's License.
- Proficient with Microsoft Office applications.
- Excellent verbal and written communication skills.
- Bilingual (English/Spanish or English/Creole) preferred.

Altrian, Inc. Pricing Information		
Services	Mark-Up Rate	Effective Date
Temporary Staffing Services National Dislocated Worker Grant (NDWG)	See Table Below	July 1, 2023 – June 30, 2024*

*Rates are effective upon submittal of quote

Group A	Mark-up Regular	Mark-up Overtime
	Insert Percentage Amounts	Insert Percentage Amounts
FICA	7.65	
MICA	1.45	
FUTA	6	
SUTA	5.4	
Workers Compensation	1.5	
Administrative Costs	10	
Other Fees	0	
Other Fees	0	
TOTAL	32	32

Group B	Mark-up Regular	Mark-up Overtime
	Insert Percentage Amounts	Insert Percentage Amounts
FICA	7.65	
MICA	1.45	
FUTA	6	
SUTA	5.4	
Workers Compensation	1.5	
Administrative Costs	10	
Other Fees	0	
Other Fees	0	
TOTAL	32	32

Group C	Mark-up Regular	Mark-up Overtime
	Insert Percentage Amounts	Insert Percentage Amounts
FICA	7.65	
MICA	1.45	
FUTA	6	
SUTA	5.4	
Workers Compensation	1.5	
Administrative Costs	10	
Other Fees	0	
Other Fees	0	
TOTAL	32	32

Exhibit A Attachment 2 Pay Rate Table

RFQ Temp Staffing NDW/NEG
Modified August 24, 2023

ANNUAL CERTIFICATION

Harriet Stricklen, on behalf of Altman, Inc., certifies and assures that all certifications and assurances on file with the Contract are current. This certification is incorporated and made a part of the Contract # Index code 82368.

By: [Signature] 9.21.2023
Signature of Affiant Date

Harriet Stricklen President/CEO
Printed Name of Affiant and Title

Altman, Inc
Printed Name of Firm

1031 Joes Dairy Rd. Ste 228, Miami, FL 33179
Address of Firm

SUBSCRIBED AND SWORN TO (or affirmed) before me this 21st day of September, 2023
He/She is personally known to me or has presented Florida Driver License as identification.
Type of identification

[Signature]
Signature of Notary

2410105
Serial Number

Joseph Hanko II
Print or Stamp Name of Notary

08/04/2026
Expiration Date

Notary Public – State of California

