

February 14, 2024

Ms. Casey Claire, President
AARP Foundation, Inc.
601 E Street, NW
Washington, DC 20049

Dear Ms. Claire:

Attached please find the **Memorandum of Understanding** with Infrastructure Funding Agreement (North Miami Beach) Modification 01 between the **South Florida Workforce Investment Board (SFWIB)** and **AARP Foundation, Inc.** pertaining to the provision of Senior Community Service Employment Program (SCSEP) services through the SFWIB's CareerSource center(s) during **PY'23-24**.

Please send the signed scanned MOU, along with the signed attachments, for electronic processing to Ms. Dania Roque, Contracts Officer at danial.roque@careersourcesfl.com

Once the MOU is executed, we will return one (1) scanned original to you. Should you have any questions or concerns, please contact Ms. Roque at (305)-929-1626.

Sincerely,

Rick Beasley
Executive Director
South Florida Workforce Investment Board
d/b/a CareerSource South Florida

Attachment

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

**MEMORANDUM OF UNDERSTANDING MODIFICATION
BETWEEN
SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
AND
AARP FOUNDATION, INC.**

THIS AMENDMENT #01, hereinafter referred to as the “AMENDMENT,” entered into between **AARP Foundation, Inc.**, hereinafter referred to as the “Partner” and the South Florida Workforce Investment Board, hereinafter referred to as the “SFWIB,” amends the Memorandum of Understanding, hereinafter collectively with amendment referred to as the “Agreement” between the SFWIB and the Partner dated **July 1, 2022 and expiring June 30, 2024.**

Article 1, Scope of Work, is deleted in its entirety and replaced with the following language:

The Partner agrees to provide services in accordance with **Exhibit A, Scope of Work**, and **Exhibit A-1, Modified Scope of Work (North Miami Beach)** attached hereto and incorporated by reference as if fully set forth herein. Methods for referring individuals to the CareerSource Center Operators, Youth Programs and/or CareerSource center Partner for the appropriate services shall be set forth in the Scope of Work. Any modifications to the Scope of Work shall only be valid when they have been reduced to writing, duly approved and signed by both parties.

Article II, Infrastructure Funding Agreement is deleted in its entirety and replaced with the following language:

The **Infrastructure Funding Agreement, Exhibit B and Exhibit B-1 Modified Infrastructure Funding Agreement**, attached hereto and incorporated by reference as if fully set forth herein, establishes a financial plan, including terms and conditions, to fund the services and operating costs of the Workforce Development Area 23 Comprehensive One-Stop Center (**North Miami Beach**). The Parties agree that joint funding is an essential foundation for an integrated service delivery system. Any modifications to the **Infrastructure Funding Agreement** shall only be valid when they have been reduced to writing, duly approved and signed by both Parties hereto.

Article XI, Prior Agreements is deleted in its entirety and replaced with the following:

The agreement and the attachments and exhibits specified below incorporated and include all prior negotiations, correspondence, conversations, agreement and understandings applicable to the matters contained herein and the Parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that 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 predicted upon any prior representations or agreement, whether oral or written.

The following is a List of Attachments and Exhibits that are incorporated into this Agreement:

<u>Type</u>	<u>Letter/Number</u>	<u>Description</u>
Exhibit	A-1	Modified Scope of Work
Exhibit	B-1	Modified Infrastructure Funding Agreement (North Miami Beach)
Attachment	1	Confidentiality Agreement
Attachment	2	Individual Non-Disclosure and Confidentiality Certification Form
Attachment	3	Authorization to Obtain Confidential Information
Attachment	4	Authorization to Obtain Confidential Employment Information
Attachment	5	Authorization to Release Confidential Information
Attachment	6	Certification Regarding Environmental Tobacco Smoke

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

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

SIGNATURES APPEAR ON THE FOLLOWING PAGE

SIGNATORY FORM

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

AUTHORIZED SIGNATURES FOR: **AARP Foundation, Inc.**
AGREEMENT NUMBER: **MOU-PT-PY'22-10-01**

1a. DocuSigned by:
Demetri Antzoulatos
Signature of Authorized Representative

3/11/2024
Date

2a. Demetri Antzoulatos
Typed Name of Authorized Representative

3a. VP-Finance, Grants and Operations
Full Title of Authorized Representative

H FLORIDA WORKFORCE INVESTMENT BOARD

BY: Rick Beasley
Rick Beasley
Executive Director, SFWIB

4/29/24
Date

PY'22-24
SCOPE OF WORK
AARP FOUNDATION, INC.

The collaboration between **South Florida Workforce Investment Board dba CareerSource South Florida (CSSF)** (hereinafter the “**SFWIB**” or “**CareerSource**”), and **AARP Foundation, Inc.** (hereinafter “**AARP Foundation**”, “**Partner**”, or “**Agency**”) seeks to provide employment, training, mentoring and human capacity building to senior participants through the Senior Community Service Employment Program (SCSEP). Through the SFWIB’s CareerSource centers, AARP Foundation is to create, maintain and promote a “CareerSource center delivery system” arrangement through community partnerships that complement the State and Federal Workforce Development System.

The SFWIB will seek to ensure that employment services are made available and **AARP Foundation** shall provide employment, training, mentoring and support services to senior participants, referred by the SFWIB, following the process set forth herein.

I. Roles and Responsibilities:

A. The SFWIB shall:

- Continue to ensure that the North Miami Beach CareerSource center operator works to register individuals before referring senior participants using the **Universal Referral Form (Attachment 1-A)** and adhering to **Referral Procedures (Attachment 1)**.
- Continue to ensure that the North Miami Beach CareerSource center operator provides senior participants access to the following: assessment, career planning, Individual Training Accounts, On-the-Job Training (OJT), employers, and supportive services in order to overcome barriers to training or employment.

B. AARP Foundation shall:

- Continue to provide Senior Community Service Employment Program (SCSEP), services at the North Miami Beach CareerSource center.
- Continue to provide case management, assessment, pre-employment skills training, remedial education, job placement and mentoring.
- Continue to refer senior participants to other services, but not limited to, adult basic education, vocational skills training, and supportive services referrals, including substance abuse and mental health services.
- Continue to monitor, track services and outcomes of senior participants.
- Continue to serve the following geographical communities within Miami-Dade County: Brownsville, Gladeview, Golden Glades, Hialeah, Miami, Miami Gardens, North Miami, Opa-Locka, Pinewood, West Little River, and Westview that include the following target zip codes: 33010, 33012, 33013, 33014, 33054, 33125, 33127, 33136, 33137, 33138, 33142, 33147, 33150, 33161, 33162, 33168, and 33181.
- Continue to provide the North Miami Beach CareerSource center operator flyers, pamphlets, and/or brochures regarding the AARP Foundation’s SCSEP program for display.
- Continue to document and follow-up on the status of the senior participants referred by North Miami Beach CareerSource center staff, as requested.



UNIVERSAL REFERRAL FORM

SECTION A: GENERAL PARTICIPANT INFORMATION			
Name:		Date:	
Mailing Address:			
City:	State:	Zip Code:	Telephone #:
Race:	Sex:	Date of Birth:	Military Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No
Highest Education Level Completed:		Currently Enrolled in School: <input type="checkbox"/> Yes <input type="checkbox"/> No	
E-Mail Address:		Name of School:	
SECTION B: REFERRED FROM			
Case Mgr. Name:		Date:	
Agency:		Tel.#:	
Address:			
City:	State:	Zip Code:	
E-Mail Address:			
SECTION C: PARTICIPANT EMPLOYMENT INFORMATION			
Currently Working? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Current or Last Employer:			
Address:			
City:	State:	Zip Code:	
Telephone #:	Start Date:	End Date:	
Job Title:	Hours Per Week:	Salary:	
Job Description:			
Reason for Leaving:			
SECTION D: REFERRED TO			
Name:		Date:	
Agency:			
Address:			
City:	State:	Zip Code:	
E-Mail Address:			
Purpose of Referral:			
Appointment Date:		Appointment Time:	
SECTION E: RESULTS - Complete and Return to Originator in Section B			
<input type="checkbox"/> Registered <input type="checkbox"/> Reported - Did not register <input type="checkbox"/> Did not keep appointment			

_____ Referred to Job (List name of employer & address in Comments)
Comments:

Referring Agency:

- (1) E-Mail this form to agency shown in Section D prior to the appointment.
- (2) Give the participant a copy of this form.

**INFRASTRUCTURE FUNDING AGREEMENT
(EXHIBIT B-1)**

This Infrastructure Funding 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 (“SFWIB”), located at 7300 Corporate Center Drive, Suite 500, Miami, Florida 33126-1234 and **AARP Foundation, Inc.** (hereinafter the “Partner”), located at 601 E Street, NW Washington, DC 20049 (SFWIB and Miami Contractor are collectively referred to as the “Parties” or “Partners”).

WITNESSETH:

Whereas, the **SFWIB** occupies **12,000** rentable square feet located at the **North Miami Beach CareerSource center**, 801 N.E. 167 Street, North Miami Beach, Florida 33162 (“the Premises”); and

Whereas, the Partner provides employment services for older workers; age 55 and over. This Senior Community Service Employment Program (SCSEP) is funded under the Older Americans Act (OSS), Title V; and

Whereas, the **SFWIB** desires to permit Partner to occupy a portion of the aforementioned premises; and

Now Therefore, in consideration of the mutual terms, conditions, promises, and covenants hereinafter set forth, the **SFWIB** and Partner agree the recitals above are incorporated herein and further agree as follows:

The **SFWIB**, by this Agreement, grants to Partner, under the terms and conditions hereinafter set forth below, permission to occupy **285.6** square feet of space (“office and cubicles”), as shown on the **Floor Plan** attached hereto as “**Attachment 1**,” and which is incorporated herein by reference. The office and cubicles shall be occupied by four (4) staff members only.

Purpose

The purpose of this Agreement is to:

- Coordinate with Partner for funding infrastructure costs of the one-stop career center in accordance with §678.700 through §678.755 of the WIOA and funding of shared services and operating costs in accordance with §678.760 of the WIOA and any state infrastructure funding mechanism requirements issued by the State of Florida.
- Describe the infrastructure cost responsibilities of the Parties to provide for the maintenance of effective and successful one-stop delivery system. This agreement is intended to coordinate resources, prevent duplication of efforts and ensure the effective and efficient delivery of workforce services in Miami-Dade and Monroe counties.

The Parties hereto agree to coordinate and perform the responsibilities described herein in accordance with applicable legal and regulatory authority that governs the Parties’ respective programs, services, and agencies.

Required Partners

Section 121(b)(1)(B) of WIOA identifies the entities that are required partners in the local one-stop delivery systems (“Partners”).

Term

Irrespective of the date of execution, the term of this **Modified** Infrastructure Funding Agreement shall commence upon **July 1, 2023** and terminate at the close of business on **June 30, 2024**.

Partner shall utilize the Office upon commencement of the term in accordance with this Agreement, and thereafter will continuously use the Office to support the purpose and goals of the **SFWIB**, and for no other purpose whatsoever.

Use of the Space

Partner is entering into this Agreement to acquire workspace for four (4) staff members to provide assistance for potential enrollment at Partner for eligible individuals. Partner shall cause its business and the use of the office and cubicles to be conducted and operated in such manner as to assure that such operation in and about the office and cubicles is in compliance with any and all applicable laws, ordinances, rules and regulations of the federal, state and local government and their respective agencies.

The office and cubicles shall be used by Partner solely for the purpose of providing services in support of the **SFWIB's** goals, which include, but are not limited to provide assistance for potential enrollment at Partner for eligible individuals.

Partner agrees that no change in the use of the office and cubicles is permitted without the prior express written permission of the **SFWIB**. Upon failure of Partner to use the office and cubicles in accordance with the approved use, as herein stated above, this Agreement shall automatically terminate and become null and void, and any and all improvements on or to the Office shall become property of the **SFWIB**.

Parking

Partner shall have the use of unreserved parking spaces in the surface parking area adjacent to the Building. No parking charges shall be applicable to such parking spaces.

Infrastructure Cost Budget

Line item budgeted costs will be: (1) used for the infrastructure cost expenditure; and (2) charged only if applicable, and include, but are not limited to, (a) rent, (b) equipment rental, repair and maintenance, (c) building repairs, maintenance and renovations, (d) security and alarm services, (e) moving expenses, (f) office and computer supplies, (g) postage, (h) electricity, water, sewer and garbage disposal, (i) telephone and data lines, (j) licenses and permits, (k) general liability and property insurances, (l) capital and non-capital equipment, software and hardware, (m) janitorial services, (n) parking fees, (o) common area maintenance, and (p) pest control.

Cost Allocation Methodology

In an effort to comply with the Office of Management and Budget (OMB) Uniform Guidance requirement that the Partners' contributions is in proportion to the Partners' use of the one-stop center and relative benefit received, the **SFWIB's** calculation of cost per square foot is determined as follows: the total amount of the items identified in the "Infrastructure Cost Budget" divided by the net usable space. The net usable space is determined by reducing the total gross square feet to seventy five (75%) in order to account for the common areas i.e. bathrooms, waiting area, conference rooms, etc. If a set schedule has been established with the **SFWIB** and the space is available to the **SFWIB** when unoccupied, time usage of the space will be factored in the calculation.

Partner Contribution Amounts

Partner contributions will be based on the methodology identified under the “Cost Allocation Methodology” section. The current occupants of CareerSource centers may include but are not limited to, Refugee service providers, Youth service providers, as well as Partner.

Infrastructure Cost Sharing Payment

Commencing on **July 1, 2023**, Partner shall pay the total amount of **\$10,904.28** which is equivalent to **\$896.24** per month based upon an annual cost of **\$37.66** per square foot of net leasable space for **285.6** square feet of space prorated for a twelve (12) month period.

Upon Contract execution, payment(s) shall be paid, without demand, to the **SFWIB**. Partner shall make all checks payable to the “**South Florida Workforce Investment Board**” and shall mail or hand deliver the monthly payments to the **SFWIB**, The Landing at MIA, 7300 Corporate Center Drive, Suite 500, Miami, Florida 33126-1234.

During the term of this agreement, payments are due to the **SFWIB**, without demand from the SFWIB, by the first business day of each month.

Cost Reconciliation and Allocation Base Update

The Parties agree that a semi-annual reconciliation of budget to actual costs, and update of the allocation bases will be completed in accordance with the following process:

1. Upon receipt of the above information, the SFWIB will:
 - o Compare budgeted costs to actual costs;
 - o Update the allocation bases; and
 - o Apply the updated allocation bases, as described in the “Cost Allocation Methodology” section above, to determine the actual costs allocable to each Partner.
2. To determine amount due to the SFWIB or amount to be refunded by the SFWIB, the SFWIB will prepare an updated budget document showing actual cost adjustments and will prepare an invoice for Partner with the actual costs allocable to Partner for the period less each Partner’s monthly payments.
3. The SFWIB will submit the reconciliations, an invoice for any differences to the Partner and send a copy of the updated budget to all Parties not later than forty-five (45) days after the end of each semi- annual period. The Partner understands that the timeliness of the SFWIB’s preparation and submission of invoices and adjusted budgets is contingent upon Partner providing its share of payments in a timely manner.
4. Upon receipt of the invoice and adjusted budget, Partner will review both documents and will submit payment to the SFWIB not later than fifteen (15) days following receipt. Payment of the invoice signifies agreement with the costs in the adjusted budget. If Partner advances funds to the SFWIB, the SFWIB may draw down funds for payments upon approval via email of the reconciled budget. If a credit is due to the Partner, a liability will be booked on the books of the SFWIB and will be refunded upon the final reconciliation to the Partner.
5. Partner will communicate any disputes with costs in the invoice or the adjusted budget to the SFWIB in writing within ten (10) days of receipt. The SFWIB will review the disputed cost items and respond accordingly to the Partner within ten (10) days of receipt of notice of the disputed costs. When necessary, the SFWIB will revise the invoice and the adjusted budget upon resolution of the dispute.

Steps Utilized to Reach Consensus

The Partner and the SFWIB conferred regarding the involvement of each Partner at the CareerSource centers. The appropriate allocation bases were discussed and those bases included in this Agreement were agreed upon as the most appropriate. The SFWIB proposed the initial Partner Contribution Amounts as described above and the Partners concurred with the proposal. Additionally, the Parties discussed the best mechanisms by which to review and reconcile actual expenses in the future and agreed to the terms included in the “Cost Reconciliation and Allocation Base Update” section above.

Dispute and Impasse Resolution

The Parties will actively participate in the local Agreement negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, the following Dispute Resolution process must be followed.

1. If an issue arises involving this Agreement, both Parties will make every effort to reach a resolution in a timely and efficient manner. Either Partner may request a face-to-face meeting of the local Area Partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the Partners, the issue and the resolution will be documented in writing.
2. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the Executive Director of the SFWIB and the President/CEO of the Partner. A joint decision shall be issued within sixty (60) calendar days of receipt.
3. If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the issue back to the Executive Director of the SFWIB and to the President/CEO of the Partner, or impose other remedies to resolve the issue.
4. If Partners in a local area have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the Agreement, then an impasse is declared and the State Funding Mechanism (SFM) is triggered and the Agreement will be appealed through the process established by the governor for this purpose.

Indemnification

The Parties to this MOU recognize the Partnership consists of various levels of government, not-for-profit, and for-profit entities.

The Parties shall be fully responsible for their own acts of negligence, or their respective agent’s acts of negligence when acting within the scope of this Infrastructure Funding Agreement, and shall be liable for all attorneys’ fees and damages proximately caused thereby; provided, however, that the Parties’ liability is subject to the limitations of section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by the Parties, nor shall anything herein be construed as consent by the parties to be sued by any third party for any cause or matter arising out of or related to this Infrastructure Funding Agreement.

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

Termination

The **SFWIB** or Partner may terminate this Infrastructure Cost Sharing Agreement without cause by providing thirty (30) days' prior written notice to the other Party.

Should Partner elect or fail to perform or observe any covenant or condition of this Agreement (other than a default involving the payment of the Infrastructure Cost Sharing Payment), which default has not been cured within ten (10) calendar days after the **SFWIB** gives notice, then the **SFWIB** shall be permitted to terminate this Agreement and immediately take possession of the Premises.

Notwithstanding the above, if the default is of such nature that it cannot be cured within ten (10) days and/or a remedy for the default is not otherwise addressed in this Agreement, no event of default shall occur so long as Partner shall commence the curing of the default within ten (10) days and shall thereafter diligently prosecute the curing of same.

Notice

It is understood and agreed between the Parties that written notice shall be mailed or delivered to the addresses set forth below and shall constitute sufficient written notice. The Parties designate the following:

For South Florida Workforce Investment Board:

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

For AARP Foundation, Inc.:

Demetrios Antzoulatos, Vice-President, Finance, Grants & Operations
AARP Foundation, Inc.
601 E Street, NW
Washington, DC 20049

Amendments

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

Association of Community Organizations for Reform Now ("ACORN") Funding Restrictions Assurance

As a condition of the Contract, Partner assures that it will 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.

Discriminatory Vendor

Partner shall disclose to the **SFWIB** if Partner 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.

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 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.

Prior Agreements

This Contract incorporates all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the Parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Contract which are not contained in this Contract 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.

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.

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.

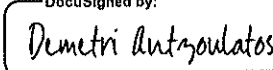
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THE PARTIES ARE DULY AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF THE RESPECTIVE PARTIES:

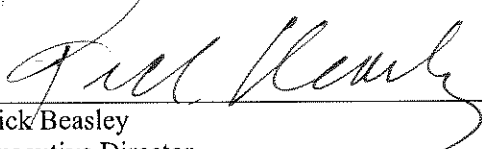
AGREEMENT NUMBER:

MOU-PT-PY'22-10-01

AARP FOUNDATION, INC.

BY:  3/11/2024
Demetrios Antzoulatos Date
Vice-President, Finance, Grants & Operations
AARP Foundation, Inc.

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

BY:  4/29/24
Rick Beasley Date
Executive Director
South Florida Workforce Investment Board

Data Required for Cost Sharing Agreement (Where Agency pays SFWIB Cost Sharing/Infrastructure Costs)					
PROGRAMS TO COMPLETE AND VERIFY:					
Career Center:	Location	Term of Agreement (Start & End Date):		SWFIB Funded Program? (Yes or No):	Type of Program Services provided by Agency:
North Miami Beach	801 NE 167 Street, North Miami, Beach, FL 33162	7/1/2023	6/30/2024	No	Elder Services
Full Agency Name/Full Agency Address:					
AARP Foundation, Inc. 8360 W Flagler St. #205A, Miami, Florida 33144					
*Note: A Floor Plan indicating the location of the office or cubicle occupied by the Agency is required.					
	RETP: Enter Date Karlisha verified approved location in SOW	Youth: Enter Date Ronald verified approved location in SOW	# of Agency Staff to occupy space:	# of Telephone Lines needed:	# of Computers needed:
	N/A	N/A	2 – AM Shift 2 – PM Shift Total=4	1	0
Verified by and Date: Karlisha Vice 01/24/2024					
FACILITIES TO COMPLETE AND VERIFY:					
	Number of ASSIGNED Office(s)*:	Square Feet per Office:	Number of total Square Feet of Office(s)*:	Total # of Square feet occupied	
	1	189.6	189.6	285.6	
	Number of ASSIGNED Cubicle(s)*:	Square Feet per Cubicle:	Number of total Square Feet of Cubicle(s)*:	Is there an individual charge for parking? (Yes or No):	
	2	48	96	NO	
Verified by and Date: Ansley Castineira 02/09/2024					
FINANCE TO COMPLETE AND VERIFY:					
Total Center Infrastructure Budget		Total # of months			
\$451,887.00		12			
Budget Costs for Center may include those listed below as included in the center budget					
Total Amount to be paid by Agency:	Amount per month to be paid by Agency	Amount per Total Square ft.	Total # of Square feet occupied	IT Cost (monthly phone line cost)	Total # of months (based on Term of Agreement above)
\$10,904.28	\$ 896.24	\$ 37.66	285.6	\$ 1.00	12
Verified by and Date: Rondricka Jefferies 2/9/2024					

2023/24 BUDGET	North Miami Beach
Rent	\$348,000.00
Equipment Rental	\$0.00
Equipment Repair & Maintenance	\$5,000.00
Building Repair & Maintenance	\$5,000.00
Security	\$30,000.00
Moving Expenses	\$2,000.00
Office & Computer Supplies	\$0.00
Postage Regular	\$0.00
Electricity	\$0.00
Telephone	\$12,422.00
Data lines	\$31,198.00
License & Permit	\$350.00
General Liability Insurance	\$9,557.00
Property Insurance	\$1,880.00
Renovation	\$5,000.00
Capital -- Equipment	\$0.00
Non Capital -- Equipment	\$0.00
Capital -Software & Hardware	\$0.00
Non-Capital Software & Hardware	\$0.00
Janitorial Services	\$0.00
Parking Fees	\$0.00
Common Maint Area-O/S	\$0.00
Alarm Service	\$900.00
Garbage Disposal	\$0.00
Water & Sewer	\$0.00
Pest Control	\$580.00
TOTAL CENTER INFRASTRUCTURE BUDGE AMOUNT	\$451,887.00
Total Number of square feet of the Location	12000 SF
Amount per Square Feet	\$37.66

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 **Agency** 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 **Agency** by South Florida Workforce Investment Board (SFWIB).

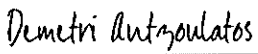
In compliance with the requirements of 20 CFR 603.9(b)(v)(A), the **Agency** agrees to instruct all personnel having access to any disclosed information about the confidentiality requirements of the information, the requirements of 20 CFR 603.9(b), 45 CFR 205.50, 7 CFR 272.1c, sections 414.295 and 443.1715(1), 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 **Agency** 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 **Agency** agrees to abide by DEO, state and federal statutes, policies and rules described above, and SFWIB policies and procedures, and that the **Agency** 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.

Company Name (type or print) **AARP Foundation**

DocuSigned by:

043F400E96E1430
Authorized Representative signature

4/25/2024
Date

Demetri Antzoulatos: VP, Finance,
Grants, and Operations

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: _____

Print Employee Name: _____

Address: _____

Work Telephone: _____

E-Mail: _____

AUTHORIZATION TO OBTAIN CONFIDENTIAL INFORMATION

SECTION I – GENERAL CONSENT

Participant’s Name: _____

Last four digits of SSN: _____ or Date of Birth: _____

I acknowledge that by signing this form, I am authorizing the CareerSource South Florida (CSSF) center staff to obtain confidential information, which may include information related to a minor child (if applicable).

I authorize CSSF center staff to obtain confidential information from the following person or agency _____.

This authorization will remain in effect until the expiration date indicated below.

I herewith release any person, agency or institution from any and all liability to me for supplying such information.

SECTION II – INFORMATION TO BE RELEASED

Check one of the following boxes:

- Release all of my record
- Release only the following information:

Participant must initial each item to be released

- ____ Protected health information
- ____ Public assistance records
- ____ Vocational rehabilitation assessment or evaluation tools
- ____ Social security numbers
- ____ Date of birth
- ____ Telephone numbers
- ____ Other (please specify): _____

SECTION III – EXPIRATION

This authorization expires on: ____/____/____

Note: A two (2) year expiration date is required in order to receive employment information

SECTION IV – SIGNATURE

Participant Signature _____ Date _____

Participant Signature* _____ Date _____

Parent/Guardian Signature (If participant is a minor) _____ Date _____

**Please note that if this is a two-parent family case both participants must give authorization for the release of information when the record pertains to both.*

SECTION V CSSF CENTER INFORMATION

CSSF center Name: _____

Address: _____

Telephone number: _____

**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, 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.

<p>DocuSigned by: <i>Demetri Antzoulatos</i> 623F409E96E1430...</p>	<p>4/25/2024</p>
<p>_____ Signature</p>	<p>_____ Date</p>

Demetri Antzoulatos: VP, Finance,
Grants, and Operations

Name and Title of Authorized Representative

AARP
Foundation

Name of Organization