

004-AP-UP-OJT-23



Received by
Candice
Proctor

OJT TRAINING PLAN TRACKING FORM

ADMIN OFFICE ONLY

Employer Name: Advanced Roofing
Candidate Name: Clanes Audius
Please check (if applicable)
 Veteran

Ready For: <input type="checkbox"/> Legal <input checked="" type="checkbox"/> Exec		
<i>[Signature]</i>	<i>[Signature]</i>	3/5/24
Name	Initials	Date

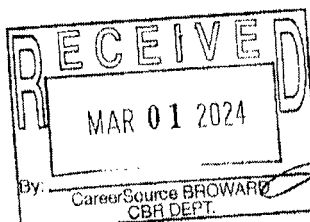
Please attach this completed form to the front cover of each Training Plan folder.

Date: In: <u>02/22/2024</u>	<u>Barbara Cevieux</u> BDS/JD/LVER	Date Out: <u>2/22/24</u>	<u>Barbara Cevieux</u>
Date: In: <u>02/23/2023</u>	<u>Aida Melendez</u> WIOA Success Coach	Date Out: <u>02/23/2023</u>	2 Days / Reason for Delay (IF APL) <u>Aida Melendez</u>
Date: In: <u>02/22/2024</u>	<u>Barbara Cevieux</u> BDS/JD/LVER	Date Out: <u>2/22/24</u>	2 Days / Reason for Delay (IF APL) <u>Barbara Cevieux</u>
Date: In: <u>2/27/24</u>	<u>Dan Leary</u> ERC/Supervisor	Date Out: <u>3/28/24</u>	2 Days / Reason for Delay (IF APL) <u>Dan Leary</u>
Date: In: <u>02/22/2024</u>	<u>Barbara Cevieux</u> BDS/JD/LVER	Date Out: <u>2/22/24</u>	2 Days / Reason for Delay (IF APL) <u>Barbara Cevieux</u>
Date: In: <u>03.1.2024</u>	<u>[Signature]</u> CBR	Date Out: <u>03.08.2024</u>	2 Days / Reason for Delay (IF APL)
Date: In: <u>3/8/24</u>	<u>Rockelle Daniels</u> CSBD Attorney	Date Out: <u>2/1/24</u>	2 Days / Reason for Delay (IF APL)
Date: In: <u>03/11/2024</u>	<u>Ron Moffett</u> Executive Dept. Ron Moffett	Date Out: <u>03/11/2024</u>	2 Days / Reason for Delay (IF APL)
			2 Days / Reason for Delay (IF APL)

COMMENTS:

Outreach Specialist:
Career Center or Location North Central South Admin Office

CSBD Internal Use Only





004-AP-UP-OJT-23

OJT File Checklist

Remember to submit this form with every file
Please submit in the order listed

OJT for: Advanced Roofing / C. Audius

Company Name/Participant

OJT Training Plan Tracker Form

(Attached to the front of every Training Plan file folder)

Completed OJT Grant Application Data Sheet.....

(Two signed originals attached to front of file folder)

Completed OJT Training Plan

(Two signed originals)

These must be signed by the employer, participant and CSBD staff as described on the training plan

Participant Resume.....

(Two copies; one attached to each original training plan)

Job Description

(Two copies; one attached to each original training plan)

WIOA/Work Experience Checklist for Supervisors.....

(Must be included)

TORQ Report

(Must be included)

O*NET Printout

(Must be included)

OJT Master Agreements.....

(Two signed originals)

**These must be signed and witnessed by the employer and its witnesses – not CSBD staff serving as witnesses*

**NEW
CONTRACTS
ONLY**

SunBiz.com Document.....

(with new agreements only)

Copy of Workers Compensation

(with new agreements only)

Copy of Occupational License

(with new agreements only)

Business Outreach OJT Employer Checklist

(Attached to the front of every folder with a master agreement)

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Rec'd. OK to continue
proceeding. *[Signature]*



OJT TRAINING PLAN TRACKING FORM

Employer Name: Advanced Roofing
Candidate Name: Michelet Francoeur
Please check (if applicable)
 Veteran

ADMIN OFFICE ONLY

Ready For:	<input checked="" type="checkbox"/> Legal	<input type="checkbox"/> Exec
Name	<i>[Signature]</i>	3/5/24
Initials		Date

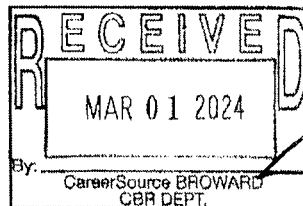
Please attach this completed form to the front cover of each Training Plan folder.

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Date: In: <u>02/23/2024</u>	<u>Aida Melendez</u> WIOA Success Coach	Date Out: <u>02/23/2024</u>	2 Days / Reason for Delay (IF APL) <u>Aida Melendez</u>
Date: In: <u>02/22/2024</u>	<u>Barbara Cevieux</u> BDS/JD/LVER	Date Out: <u>02/22/2024</u>	2 Days / Reason for Delay (IF APL) <u>Barbara Cevieux</u>
Date: In: <u>2/27/24</u>	<u>Dan Leary</u> ERC/Supervisor	Date Out: <u>3/28/24</u>	2 Days / Reason for Delay (IF APL)
Date: In: <u>02/22/2024</u>	<u>Barbara Cevieux</u> BDS/JD/LVER	Date Out: <u>02/22/2024</u>	2 Days / Reason for Delay (IF APL) <u>Barbara Cevieux</u>
Date: In: <u>03.1.2024</u>	<u>[Signature]</u> CBR	Date Out: <u>03.07.2024</u>	2 Days / Reason for Delay (IF APL)
Date: In: <u>3/8/24</u>	<u>Rochelle Daniels</u> CSBD Attorney <i>[Signature]</i>	Date Out: <u>3/11/24</u>	2 Days / Reason for Delay (IF APL)
Date: In: <u>03/11/2024</u>	<u>Ron Moffett</u> Executive Dept. Ron Moffett	Date Out: <u>03/11/2024</u>	2 Days / Reason for Delay (IF APL) 2 Days / Reason for Delay (IF APL)

COMMENTS:

Outreach Specialist:
Career Center or Location North Central South Admin Office

CSBD Internal Use Only



[Signature]



004-AP-UP-OJT-23

OJT File Checklist

**Remember to submit this form with every file
Please submit in the order listed**

OJT for: Advanced Roofing / M. Francoeur

Company Name/Participant

OJT Training Plan Tracker Form

(Attached to the front of every Training Plan file folder)

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(Two signed originals attached to front of file folder)

Completed OJT Training Plan

(Two signed originals)

These must be signed by the employer, participant and CSBD staff as described on the training plan

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(Two copies; one attached to each original training plan)

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(Two copies; one attached to each original training plan)

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(Must be included)

TORQ Report

(Must be included)

O*NET Printout

(Must be included)

OJT Master Agreements.....

(Two signed originals)

**These must be signed and witnessed by the employer and its witnesses – not CSBD staff serving as witnesses*

**NEW
CONTRACTS
ONLY**

SunBiz.com Document.....

(with new agreements only)

Copy of Workers Compensation

(with new agreements only)

Copy of Occupational License

(with new agreements only)

Business Outreach OJT Employer Checklist

(Attached to the front of every folder with a master agreement)

004-AP-UP-OJT-23



OJT Grant Application Data Sheet

Does this Employer have representation on the Broward Workforce Development Board?

Yes

TRAINING LOCATION (Required)

Address: 1950 NW 22nd Street

City: Fort Lauderdale

State: FL

Zip: 33311

Is the worksite the same as the training location stated above? If no, please provide the worksite location below.

WORKSITE LOCATION

(Please only fill in if the training location and worksite location are different)

Address: 1950 NW 22nd Street

City: Fort Lauderdale

State:

Zip:

PERSON AUTHORIZED TO SIGN CONTRACTS

(Required)

Is the individual signing an owner or officer? Yes

Full Name: Robert Komahrens

Title: President

Address: 1950 NW 22nd Street

City: Fort Lauderdale

State: FL

Zip: 33311

Office Phone: (954) -522-6868

Fax:

Mobile Phone:

Email:

robk@advancedroofing.com

Under penalties of Perjury, I declare that I have examined this request and to the best of my knowledge and belief, it is true, correct and complete.

Signature: Robert Komahrens

Date: rk

SIGNATURES

(Required)

Do you recommend proceeding with the Contract? Yes If no, why?

Outreach Staff (Print): Barbara Cevieux

Outreach Staff (Sign): Barbara Cevieux

Date: 2/23/24

Supervisor Review (Print): Dan Leary

Supervisor Review (Sign): Dan Leary

Date: 2/28/24

Vice President of Business Relations Tony Ash

Date:

Review/Approval (Sign): Tony Ash

03/11/2024



OJT Grant Application Data Sheet

SELEC NEW CONTRACT
TONE EXISTING AGREEMENT

EMPLOYER INFORMATION
(Required)

Legal/Official Name of Organization:	Advanced Roofing Inc.		
Type of Organization:	Corporation / Professional Association/ Professional Corporation		
Occupational Lic. #:	185-1027	FEIN:	592360591
Workers Comp. #:	830-56020	NAICS Code:	238160
Brief Organization Description:	Advanced Roofing Inc. is a full-service commercial roofing contractor specializing in roof replacements, repairs, and maintenance services for occupied buildings in Florida and the Caribbean.		Number of Employees: 450
Wage Reimbursement Rate:	75%		
Seasonal Employment:	No <i>If yes, do not proceed.</i>		
Working Conditions Observed:	Yes	Safety Procedures:	Yes
Apprenticeship Programs:	Yes	Enterprise Zone:	Yes
Meeting Retention Requirements:	Yes <i>If no, do not proceed.</i>		
Do collective bargaining agreements cover the occupations in which training is proposed?	No		<i>If yes, list bargaining agents & occupations:</i>

List All Paid Holidays and Fringes: New Year's Day, Memorial Day, Independence Day (4th of July), Labor Day, Thanksgiving Day, and Christmas Day depending on schedule.

ADDITIONAL INFORMATION
(Required)

Job Title for Proposed OJT Training:	Roofer
Has anyone performing the job listed for the proposed OJT been laid off by the employer in the last two months?	No
Does employer have the necessary equipment, resources and supervision to perform the training?	Yes
Has employer contracted with CSBD in the past?	If yes, what programs (include dates)? 88-OJT-11
Will the proposed OJT position(s) be contracted through a staffing agency?	No
Will the proposed OJT position require additional training or certifications after the completion of the OJT in order to retain this job?	No
This proposed OJT is for the salaried job listed above. Will this job remain in salary status after the completion of the OJT?	Yes

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OJT Grant Application Data Sheet
CANDIDATE INFORMATION

OJT Candidate Name: Clanes Audius

Last 4 digits of SS#: 2567



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OJT Grant Application Data Sheet

Does this Employer have representation on the Broward Workforce Development Board? Yes

TRAINING LOCATION (Required)

Address: 1950 NW 22nd Street
City: Fort Lauderdale **State:** FL **Zip:** 33311

Is the worksite the same as the training location stated above?
If no, please provide the worksite location below.

WORKSITE LOCATION

(Please only fill in if the training location and worksite location are different)

Address: 1950 NW 22nd Street
City: Fort Lauderdale **State:** **Zip:**

PERSON AUTHORIZED TO SIGN CONTRACTS (Required)

Is the individual signing an owner or officer? Yes

Full Name: Robert Komahrens **Title:** President
Address: 1950 NW 22nd Street
City: Fort Lauderdale **State:** FL **Zip:** 33311
Office Phone: (954) -522-6868 **Fax:**
Mobile Phone: **Email:** robk@advancedroofing.com

Under penalties of Perjury, I declare that I have examined this request and to the best of my knowledge and belief, it is true, correct and complete.

Signature: Robert Komahrens **Date:** 02/23/2024

SIGNATURES (Required)

Do you recommend proceeding with the Contract? Yes If no, why?

Outreach Staff (Print): Barbara Cevieux
Outreach Staff (Sign): Barbara Cevieux **Date:** 02/23/2024
Supervisor Review (Print): Dan Leary
Supervisor Review (Sign): Dan Leary **Date:** 2/28/24
Vice President of Business Relations: Tony Ash **Date:**
Review/Approval (Sign): Tony Ash **Date:** 03/11/2024



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OJT Grant Application Data Sheet

SELEC
T ONE

NEW CONTRACT

EXISTING AGREEMENT

EMPLOYER INFORMATION (Required)

Legal/Official Name of Organization:	Advanced Roofing Inc.		
Type of Organization:	Corporation / Professional Association/ Professional Corporation		
Occupational Lic. #:	185-1027	FEIN:	592360591
Workers Comp. #:	830-56020	NAICS Code:	238160
Brief Organization Description:	Advanced Roofing Inc. is a full-service commercial roofing contractor specializing in roof replacements, repairs, and maintenance services for occupied buildings in Florida and the Caribbean.		Number of Employees: 450
Wage Reimbursement Rate:	75%		
Seasonal Employment:	No <i>If yes, do not proceed.</i>		
Working Conditions Observed:	Yes	Safety Procedures:	Yes
Apprenticeship Programs:	Yes	Enterprise Zone:	Yes
Meeting Retention Requirements:	Yes <i>If no, do not proceed.</i>		
Do collective bargaining agreements cover the occupations in which training is proposed?	No		<i>If yes, list bargaining agents & occupations:</i>
List All Paid Holidays and Fringes:	New Year's Day, Memorial Day, Independence Day (4th of July), Labor Day, Thanksgiving Day, and Christmas Day depending on schedule.		

ADDITIONAL INFORMATION (Required)

Job Title for Proposed OJT Training:	Roofer
Has anyone performing the job listed for the proposed OJT been laid off by the employer in the last two months?	No
Does employer have the necessary equipment, resources and supervision to perform the training?	Yes
Has employer contracted with CSBD in the past?	If yes, what programs (include dates)? 88-OJT-11 Yes
Will the proposed OJT position(s) be contracted through a staffing agency?	No
Will the proposed OJT position require additional training or certifications after the completion of the OJT in order to retain this job?	No
This proposed OJT is for the salaried job listed above. Will this job remain in salary status after the completion of the OJT?	Yes



BROWARD

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OJT Grant Application Data Sheet
CANDIDATE INFORMATION

OJT Candidate Name: Michelet Francoeur

Last 4 digits of SS#: 4837



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BROWARD

Registered Apprenticeship OJT Training Plan

The CareerSource Broward Business Outreach staff member works with the employer to complete the sections of the training plan with no shading. Sections with blue shading are completed by the CareerSource Broward Success Coach and the sections with yellow shading are completed by the employer prior to submitting final invoice.

Form with checkboxes for New Contract and Existing Agreement

Main registration form with fields for agreement details, contact info, job title, wages, and training hours.

WIOA Success Coach Section

WIOA Success Coach Section form with 20 numbered questions regarding employment status, funding, and training completion.

Final payment for training is at completion of 30-day retention period.

Empty rectangular box for final notes or signature.



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BROWARD

Primary Skills Required to Perform Job

INSERT PROGRAM STANDARDS

AS APPROVED BY THE OFFICE OF REGISTERED APPRENTICESHIP

INDICATE OJT START STANDARD AND OJT COMPLETION STANDARD

The following skills are outlined in the State of Florida Registered Apprenticeship program for **employer name here**

1. Modified Bitumen Roof Systems
2. Application Methods and Quality Assurance
3. Single Ply Systems
4. Mechanically Attached Systems
5. Fully Adhered Systems
6.
7.
8.

INSERT PROGRAM STANDARDS

AS APPROVED BY THE OFFICE OF REGISTERED APPRENTICESHIP

INDICATE OJT START STANDARD AND OJT COMPLETION STANDARD

21 Primary Skills Needed by Candidate	Assessment					Narrative Regarding Assessment Given	Training & Measurement Methods					Evaluation					Skills Attained?	
	1	2	3	4	5		I	O	P	D	M	1	2	3	4	5	Yes	No
1. Modified Bitumen Roof Systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to the hands-on training as required under the registered apprenticeship program and approved by the Department of Education.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Application Methods and Quality Assurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to the hands-on training as required under the registered apprenticeship program and approved by the Department of Education.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Single Ply Systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to the hands-on training as required under the registered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



		apprenticeship program and approved by the Department of Education.			
4. Mechanically Attached Systems	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Refer to the hands-on training as required under the registered apprenticeship program and approved by the Department of Education.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Fully Adhered Systems	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Refer to the hands-on training as required under the registered apprenticeship program and approved by the Department of Education.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Assessment/Evaluation Scale = 1 Is Unskilled – 5 Is Skilled

Training & Measurement Key: I = Instruct O = Observe P = Practice D = Demonstrate M = Manuals/Tutorials

Business Outreach Notes/Observations About Position (and candidate if applicable): Advanced Roofing Inc. is a full-service commercial roofing contractor specializing in roof replacements, repairs, and maintenance services for occupied buildings in Florida and the Caribbean. The company has a State of Florida Registered Apprentice program. Clanes Audius is currently employed and identified to participate in the training as outlined above. Mr. Audius is earning \$18.00 per hour and will be eligible for increases throughout the training. He requires 1040 hours to meet his next occupational point. CareerSource Broward will assist with this portion of OJT training that will take him to the next occupational point.

21. Success Coach Notes/Observations About Assessment: Mr. Clanes Audius is suitable for the hand on training required under the registered apprenticeship program approved by the department of Education for Advance Roofing, Inc. as outlined above.

22. Eligibility Determination Date 02/08/2024		23. Assessment Date 02/08/2024	24. Initial AAM
Desired Start Date	Actual Start Date	Training End Date	Retention Date
Anticipated Program Standard Completion Date	Initial	Has Participant attained sufficient skills to remain on the job? Yes <input type="checkbox"/> No <input type="checkbox"/>	



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All signatures must be obtained prior to submitting for approval.

Barbara Cevieux	Barbara Cevieux	02/23/2024
CSBD Business Outreach Name	Signature	Date

Dan Leary	Dan Leary	2/28/24
Supervisor Name	Signature	Date

Clanes Audius	clanes	02/23/24
Participant Name	Signature	Date

By signing this document, I certify that I have reviewed customer's eligibility, resume, skill gaps and OJT Training Plan for the purpose of determining suitability. Based on my assessment, this candidate:

Meets WIOA eligibility
 Does not meet WIOA eligibility priorities and is enrolled as an incumbent worker for purposes of this training.

Aida Melendez	Aida Melendez	02/23/2024
Success Coach Name	Signature	Date

Advanced Roofing Inc.	Robert Kornahrens
Employer Name	Person Signing Training Plan

President	Robert Kornahrens	rk
Title	Signature	Date

Tony Ash
 Tony Ash 03/11/2024

CAREERSOURCE BROWARD APPROVAL
 Ron Moffett
 Vice President Signature Ron Moffett 03/11/2024
 Date



004-AP-UP-OJT-23

Registered Apprenticeship OJT Training Plan

The CareerSource Broward Business Outreach staff member works with the employer to complete the sections of the training plan with no shading. Sections with blue shading are completed by the CareerSource Broward Success Coach and the sections with yellow shading are completed by the employer prior to submitting final invoice.

New Contract
 Existing Agreement

This training plan is hereby incorporated and made part of agreement #:			
Between CareerSource Broward and	Advanced Roofing Inc.	Effective Date:	
Employer Contact:	Robert Kornahrens	Training Plan #:	001
Employer Contact Job Title:	President	Phone:	(954) 522-6868
Job Title: Roofer	ONET: 47-2181.00	SVP: 4.0<6.0 (also refer to the approved registered apprenticeship for suitable training length)	Job Description Attached? See first year training outlined in the Registered Apprenticeship program.
Wage at enrollment \$ 18	Wage after completion of next occupational point \$	Employer paying more than \$45.00? No	# Of Training Hours: 760
Wage Reimbursement Rate: 50% 75% <u>X</u>	Training payment total: \$ 10,260 (Entry wage x Training Hours x Reimbursement Rate)		
Does this Employer have more than 4 Training Plans? Yes <i>If Yes, request VP BR's Approval</i>		Vice President of Business Relations Approved?	
Employer meeting Retention Guidelines? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>			
The Participant will work <u>40</u> hours per week. (must be full time employment – 35-40 hours per week)			
		Current Number of Employees? 450	
Is the OJT Participant a family member of a CareerSource Broward employee? No		Last 4 Digits of SS# 4837	
Participant Name: Michelet Francoeur			

WIOA Success Coach Section

1. Current Employment Status? Employed	2. Worked for This Company in Past? Yes
3. Type of Referral: Reverse Referral for RA Upgrade OJT	
4. Funding: Adult <u>x</u> DW	6. Is this customer currently enrolled in WIOA? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7. Enrolling in EF as Incumbent Worker: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	8. Participant Received ITA? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what is the name ITA program?
9. ITA Amount \$	10. Finished ITA Training? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
11. Certification Received through ITA?	
13. Did customer receive WEX? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	14. WEX Amount: \$
16. Did customer receive previous OJT: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	15. Separation Date:
19. Professional Placement Network? NO	17. OJT Amount: \$
	18. Separation Date:
	20. Is the participant a Veteran? NO

Final payment for training is at completion of 30-day retention period.

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Primary Skills Required to Perform Job	
INSERT PROGRAM STANDARDS AS APPROVED BY THE OFFICE OF REGISTERED APPRENTICESHIP INDICATE OJT START STANDARD AND OJT COMPLETION STANDARD The following skills are outlined in the State of Florida Registered Apprenticeship program for <u>employer name here</u>	
1.	Modified Bitumen Roof Systems
2.	Application Methods and Quality Assurance
3.	Single Ply Systems
4.	Mechanically Attached Systems
5.	Fully Adhered Systems
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INSERT PROGRAM STANDARDS
 AS APPROVED BY THE OFFICE OF REGISTERED APPRENTICESHIP
 INDICATE OJT START STANDARD AND OJT COMPLETION STANDARD

21. Primary Skills Needed by Candidate	Assessment					Narrative Regarding Assessment Given	Training & Measurement Methods					Evaluation					Skills Attained?		
	1	2	3	4	5		I	O	P	D	M	1	2	3	4	5	Yes	No	
1. Modified Bitumen Roof Systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to the hands-on training as required under the registered apprenticeship program and approved by the Department of Education.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Application Methods and Quality Assurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to the hands-on training as required under the registered apprenticeship program and approved by the Department of Education.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Single Ply Systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to the	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



		hands-on training as required under the registered apprenticeship program and approved by the Department of Education.			
4. Mechanically Attached Systems	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Refer to the hands-on training as required under the registered apprenticeship program and approved by the Department of Education.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. Fully Adhered Systems	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Refer to the hands-on training as required under the registered apprenticeship program and approved by the Department of Education.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Assessment/Evaluation Scale = 1 is Unskilled – 5 is Skilled

Training & Measurement Key: I = Instruct O = Observe P = Practice D = Demonstrate M = Manuals/Tutorials

Business Outreach Notes/Observations About Position (and candidate if applicable): Advanced Roofing Inc. is a full-service commercial roofing contractor specializing in roof replacements, repairs, and maintenance services for occupied buildings in Florida and the Caribbean. The company has a State of Florida Registered Apprentice program. Michelet Francoeur is currently employed and identified to participate in the training as outlined above. Mr. Francoeur is earning \$18.00 per hour and will be eligible for increases throughout the training. He requires 1040 hours to meet his next occupational point. CareerSource Broward will assist with this portion of OJT training that will take him to the next occupational point.

21. Success Coach Notes/Observations About Assessment: Mr. Michelet Francoeur is suitable for the hand on training required under the registered apprenticeship program approved by the department of Education for Advance Roofing, Inc. as outlined above.

22. Eligibility Determination Date 02/07/2024		23. Assessment Date 02/07/2024	24. Initial AAM
Desired Start Date	Actual Start Date	Training End Date	Retention Date
Anticipated Program Standard Completion Date	Initial	Has Participant attained sufficient skills to remain on the job? Yes <input type="checkbox"/> No <input type="checkbox"/>	



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All signatures must be obtained prior to submitting for approval.

Barbara Cevieux	Barbara Cevieux	02/23/2024
-----------------	-----------------	------------

CSBD Business Outreach Name Signature Date

Dan Leary	Dan Leary	2/28/24
-----------	-----------	---------

Supervisor Name Signature Date

Michelet Francoeur	<i>[Signature]</i>	02/23/2024
--------------------	--------------------	------------

Participant Name Signature Date

By signing this document, I certify that I have reviewed customer's eligibility, resume, skill gaps and OJT Training Plan for the purpose of determining suitability. Based on my assessment, this candidate:

- Meets WIOA eligibility
- Does not meet WIOA eligibility priorities and is enrolled as an incumbent worker for purposes of this training.

Aida Melendez	Aida Melendez	02/23/2024
---------------	---------------	------------

Success Coach Name Signature Date

Advanced Roofing Inc.	Robert Kornahrens
-----------------------	-------------------

Employer Name Person Signing Training Plan

President	Robert Kornahrens	02/23/2024
-----------	-------------------	------------

Title Signature Date

Tony Ash 03/11/2024

Tony Ash

CAREERSOURCE BROWARD APPROVAL

Ron Moffett

03/11/2024

Vice President Signature Ron Moffett

Date

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CLANES AUDIUS

1412 Holly Heights Dr Apt 4 Fort Lauderdale, FL 33304
clanesaudius@gmail.com | 305 784 3655

OBJECTIVE | To join a company where I can gain roofing experience thru hands on, and by utilizing the apprenticeship program

EXPERIENCE | **ADVANCED ROOFING**
01/30/2023 - PRESENT
The Roofing Service Helper assists with roofing duties associated with roof leak investigation, Preventative Maintenance, Restoration Coating Install, and new roof tear off and install.

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MICHELET FRANCOEUR

2401 NE 11th Ave Pompano Beach, FL 33064
micheletfrancoeur84@gmail.com | 954 461 6990

OBJECTIVE | To join a company where I can gain roofing experience thru hands on, and by utilizing the apprenticeship program

EXPERIENCE | **ADVANCED ROOFING**
02/09/2023 - PRESENT
The Roofing Service Helper assists with roofing duties associated with roof leak investigation, Preventative Maintenance, Restoration Coating Install, and new roof tear off and install.

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ROOFING PRE-APPRENTICE/ROOFING LABORER

POSITION PROFILE

HUMAN RESOURCE DEVELOPMENT
PERFORMANCE MANAGEMENT SERVICES

ROOFING PRE-APPRENTICE/ROOFING LABORER

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ROOFING PRE-APPRENTICE/ROOFING LABORER

JOB CLASSIFICATION INFORMATION [Internal Use Only]

Position Classification Title: Roofing Pre-Apprentice/Roofing Laborer
 Position Level: Non-Manager
 Division: Advanced Roofing
 Department: RFHRPRD
 Reports to Title: VP Roofing, Branch Mgr
 FLSA Status: Non-exempt
 Pay Band: \$18 per hour
 EEO Code: Laborers (Unskilled)
 Affirmative Action Code: Labor
 Employment Screening Requirements: Drug, agility and gov't background
 Revised Date: 07/08/2021

JOB DESCRIPTION**Company Value Proposition**

Advanced Roofing, established in 1983, is the largest commercial roof and specialty contractor in Florida, and the 10th largest in the country. The business has consistently experienced year over year growth, driven by its reputation for top-quality work and exceptional and professional customer service.

Position Value Proposition

Enter value proposition here.

Position Summary

The Roofing Pre-Apprentice/Roofing Laborer assists with roofing duties associated with roof tear off.

Targeted Achievements

- Enter targeted achievements here.

Job Responsibilities

- Assists with roof tear off which consist of scraping with force, shoveling heavy material and transporting material in wheel barrel
- Transport roofing materials from storage location to work area which oftentimes consist of lifting material over 50 lbs., climbing ladders and hoisting heavy material
- Remove clutter on roof and maintain a clean & neat work area
- Transport hot tar from kettle to work area
- Clean and maintain roofing equipment
- Cover and secure material and equipment on roof
- Clean and maintain dump and staging area on ground
- Keeps debris away from roof
- Keeps material grouped and properly staged
- Spuds, seals and maintains tie ins
- Properly prepares and primes surfaces
- Safely disposes hazardous materials
- Places plates and screws in proper locations
- Covers equipment and materials as needed



ROOFING PRE-APPRENTICE/ROOFING LABORER

- Aware of surroundings – people, hazards, scopes of work

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

Education

- High school or GED preferred, not required

Experience

- 0-1 years roofing experience
- Commercial roofing experience preferred

Knowledge, Skills, & Abilities

- Currently 18 years or older
- Valid driver's license and insurable driving record required
- Must be eligible to work in the U.S.
- Must be able to pass a government background check
- Pass pre-employment and random drug tests
- Demonstrate the desire to learn the commercial roofing trade
- Ability to take direct commands
- Demonstrate effective communications skills
- Have completed basic academic skills: ability to read and write
- Demonstrate good motor skills
- Commit to and practice good attendance
- Practice and follow industry safety standards
- Need to withstand demands of extreme weather conditions
- Have a sound mind
- Need to be physically fit and able to oftentimes lift more than 50 lbs.

Working Conditions | Environment | Special Requirements

- Ability to work in a safe professional manner adhering to all regulatory requirements including, OSHA, State and Federal regulations.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.
- Employees will be subject to the random drug and alcohol testing upon reasonable suspicion or any other regulatory requirement.
- Must be able to work in a dog friendly environment

GENERAL COMMITMENT FOR ALL EMPLOYEES

- Commitment to Company values and complies with Company norms, policies, directives, and procedures.
- Follows all safety procedures and protocols.
- Honors and protects confidential and proprietary documents and information.
- Satisfies work schedule requirements.
- The job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities required to be performed by the employee. Performs all other duties as assigned.
- We are an equal opportunity employer of protected veterans and individuals with disabilities. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.



ROOFING PRE-APPRENTICE/ROOFING LABORER

CC-C024413 EOE DFWP

SUCCESS FACTORS		
Key Results Area [KRAs]		
Accountabilities	Metrics	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
Key Performance Indicators [KPIs]		
Accountabilities	Metrics	Reporting Rhythm

COMPETENCY LEVELS
[5] Expert: Recognized Authority [4] Advanced: Applied Theory [3] Intermediate: Practical Application
[2] Novice: Limited Experience [1] Fundamental: Basic Knowledge [0] Unskilled: No evidence

COMPETENCIES

Behavioral Competencies [Soft]			
Category	Competency	Description	Level
Intellectual	Aptitude	Ability to acquire understanding & absorb information rapidly. A quick study. A clear and agile thinker; quick on their feet. Handles objections quickly and effectively.	
Intellectual	Analysis Skills	Identifies significant problems & opportunities. Analyzes problems and people in depth. Sorts the wheat from the chaff, determining root cause.	
Intellectual		Consistent logic, rationality & objectivity in decision making. Neither indecisive nor hip-shooter.	
Intellectual	Conceptual Ability	Deals effectively with not just concrete, tangible issues but with abstract, conceptual matters.	
Intellectual	Creativity	Generates new approaches to problems or innovations to established best practices. Shows imagination.	

ROOFING PRE-APPRENTICE/ROOFING LABORER

Intellectual		Determines opportunities & threats through comprehensive analysis of current & future trends. Comprehends the big picture.	
Intellectual		Generates sensible, realistic, practical solutions to problems.	
Intellectual	Risk Taking/Risk Averse	Generates new approaches to problems or innovations to established best practices. Shows imagination.	
Intellectual	Leading Edge	Constantly benchmarks best practices & expects others to do same.	
Intellectual	Education	Meets formal & informal educational requirements. Exhibits continuous learning.	
Intellectual	Experience	Job Specific	
Intellectual		Successful career history of meeting or exceeding performance expectations. Generally earns performance ratings of "excellent".	
Personal	Integrity	Iron clad. Does not ethically cut corners. Earns trust of co-workers. Puts organization above self-interests.	
Personal		Passionately finds ways over, around, or through barriers to success. Achieves results despite lack of resources. Goes beyond the call of duty.	
Personal	Organization and Planning	Plans, organizes, & schedules in efficient, organized manner. Focuses on key priorities.	
Personal		Sets high stretch standards of performance for self and others. Low tolerance for mediocrity. High sense of responsibility.	
Personal		Able to deliver results without a lot of direction from a boss. Versatile.	
Personal	Self-awareness/Feedback	Recognizes own strengths & weaknesses. Not defensive. Does not rationalize mistakes or blame others. Uses feedback mechanisms.	
Personal		Not rigid. Copes effectively with complexity and change. Resilient. Does not take "no" personally.	
Interpersonal	First Impression	Professional in demeanor. Creates favorable first impression – body, language, eye contact, posture, etc.	
Interpersonal		Puts people at ease. Shows Emotional Intelligence. Warm, sensitive, compassionate. Not arrogant. Friendly, sense of humor, genuine.	
Interpersonal		Tunes in accurately to opinions, feelings, and needs of people. Empathetic. Patient. Let's others speak. Listens actively.	
Interpersonal	Customer Focus	Monitors client satisfaction (internal or external). Establishes partner relationship with clients. Visible & accessible to clients.	
Interpersonal	Team Player	Reaches out to peers. Overcomes we-they. Approachable. Does what is best for company.	

ROOFING PRE-APPRENTICE/ROOFING LABORER

Interpersonal	Assertiveness	Takes forceful stand on issues without being excessively abrasive. Tactfully keeps prospects focused on key points and priorities.	
Interpersonal	Communication Oral	Communicates well one on one, in small groups and public speaking. Fluent, quick on feet, command of language. Keeps people informed.	
Interpersonal	Communication Written	Writes clear, precise, well-organized documents using appropriate vocabulary, grammar & word usage.	
Interpersonal	Political Savvy	Aware of political factors and hidden agendas, and acts effectively with that awareness. Can effectively influence all parties in a complex selling situation.	
Interpersonal		Achieves favorable outcomes in win/win negotiations.	
Interpersonal		Persuasive in selling a vision. Convincing.	
Management	Selecting A Players	Topgrades through effective recruiting & selecting at least 90% A players.	
Management	Training/Development /Coaching	Actively & successfully trains people. Coaches & develops for promotion into positions where they succeed. People builder.	
Management	Goal Setting	Sets fair stretch goals for self & others. Encourages individual initiative.	
Management	Empowerment	Pushes decision making down to lowest level. Provides authority & resources to subordinates.	
Management	Performance Management	Fosters high level of accountability through fair, hard hitting performance management system. Free with deserved praise & recognition. Constructive in criticism. Provides frequent feedback.	
Management	Redeploying B/C Players (Underperformers)	Effectively defines and addresses subpar performance and the applies changes necessary in timely manner.	
Management		Achieves cohesive, effective team spirit with staff. Treats staff fairly. Shares credit.	
Management	Diversity	Topgrades with diversity.	
Management	Running Meetings	Demonstrates ability to organize & run effective meetings.	
Leadership	Vision	Provides clear, credible vision and strategy.	
Leadership		Actively intervenes to create & energize positive change. Leads by example.	
Leadership	Inspiring Followership	Inspires people to follow lead. Minimizes intimidation. Takes charge. Motivates by pushing appropriate hot buttons of individuals.	
Leadership		Understands natural forces of conflict and acts to prevent or soften them. Effectively works through conflicts to optimize outcome. Does not suppress, ignore or deny conflicts.	
Motivation	Energy/Drive	Exhibits energy, strong desire to achieve, high dedication level.	
Motivation	Enthusiasm/Passion	Exhibits dynamism, excitement, and a positive can do attitude.	

ROOFING PRE-APPRENTICE/ROOFING LABORER

Motivation	Ambition	Desires to grow in responsibility & authority.	
Motivation		Needs that are consistent with opportunities in foreseeable future.	
Motivation		Achieves sufficient balance among work, wellness, relationships, community involvement, professional associations, friendships, hobbies & interests.	3
Motivation	Tenacity	Consistent reward of passionately striving to achieve results. Conveys strong need to win. Reputation for not giving up.	5

Technical Competencies [Hard]		
Competency	Description	Level

ROOFING PRE-APPRENTICE/ROOFING LABORER

RECEIPT & REVIEW ACKNOWLEDGEMENT PAGE

Please read the role requirements and success factors outlined on the Job Description carefully to ensure that you understand what is required of you to achieve success in this role.

Compliance

Every Advanced employee is required to review and acknowledge their understanding of the Company Handbook and Ethics Policy. Advanced requires every employee to conduct our Company's business using good judgment and the highest ethical standards. Employees are held accountable for working within the parameters of our written Policies and Procedures. Advanced employees are required to demonstrate vigilance with respect to our Safety practices while promoting profitability by reducing waste and carelessness within their scope of responsibility. Our employee's commitment to demonstrating ethical behavior consistently helps Advance prosper by earning the trust and respect of our customers, suppliers, shareholders, competitors, and the community. Due to potential contact with confidential and proprietary information, all ARI employees sign and are bound by a Confidentiality Agreement. Employees understand and agree to maintain all matters pertaining to Advanced's business and its business partners, in strict confidence.

Acknowledgement

The above Job Description covers the principal accountabilities of the job. The Job Description shall not, however, be construed as a complete listing of all miscellaneous, incidental, or similar duties which may be required from day to day.

I acknowledge that I have received and read the content and expectations outlined on the job description. I hold myself accountable for meeting and/or exceeding the success factors outlined under the Success Factors section of the document and understand that the Company reserves the right to update this job description to meet the demands of the business.

It is understood that if significant changes are applied, all changes will supersede or eliminate those found in this job description and the employee and direct manager will review all applicable changes and identify additional development, compensation and/or resource requirements necessary to meet or exceed the updated expectations for the role.

I understand that if I have questions, at any time, regarding the [Enter Policy Title Here], I will consult with a representative of the Human Resources department.

Employee Printed Name: _____

Employee Signature: _____



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ROOFING PRE-APPRENTICE/ROOFING LABORER

Date: _____



Department of State / Division of Corporations / Search Records / Search by Entity Name /

Detail by Entity Name

Florida Profit Corporation
ADVANCED ROOFING, INC.

Filing Information

Document Number	G65116
FEI/EIN Number	59-2360591
Date Filed	10/08/1983
State	FL
Status	ACTIVE
Last Event	CORPORATE MERGER
Event Date Filed	06/28/2001
Event Effective Date	NONE

Principal Address

1950 NW 22ND STREET
FORT LAUDERDALE, FL 33311

Changed: 04/10/2015

Mailing Address

1950 NW 22ND STREET
FORT LAUDERDALE, FL 33311

Changed: 04/10/2015

Registered Agent Name & Address

KORNAHRENS, KEVIN
1950 NW 22ND STREET
FORT LAUDERDALE, FL 33311

Name Changed: 04/29/2015

Address Changed: 04/09/2018

Officer/Director Detail

Name & Address

Title PSD

Kornahrens, Robert
1950 NW 22ND STREET
FORT LAUDERDALE, FL 33311

Title Treasurer, VP

Kornahrens, Kevin
1950 NW 22ND STREET
FORT LAUDERDALE, FL 33311

Title VP

CARRUTH, JASON
200 NORTHSTAR COURT
SANFORD, FL 32771

Title VP

Kornahrens, Michael
1950 NW 22ND STREET
FORT LAUDERDALE, FL 33311

Title VP

Sockman, Clinton
1950 NW 22ND STREET
FORT LAUDERDALE, FL 33311

Title CFO

Craig, Diane
1950 NW 22ND STREET
FORT LAUDERDALE, FL 33311

Annual Reports

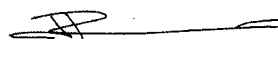
Report Year	Filed Date
2022	01/05/2022
2023	01/13/2023
2024	01/09/2024

Document Images

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01/22/2016 -- Off/Dir Resignation	View image in PDF format
04/29/2015 -- Reg. Agent Change	View image in PDF format
04/15/2015 -- AMENDED ANNUAL REPORT	View image in PDF format
04/10/2015 -- ANNUAL REPORT	View image in PDF format
08/27/2014 -- AMENDED ANNUAL REPORT	View image in PDF format
03/12/2014 -- Reg. Agent Change	View image in PDF format
02/28/2014 -- ANNUAL REPORT	View image in PDF format
01/22/2013 -- AMENDED ANNUAL REPORT	View image in PDF format
01/17/2013 -- ANNUAL REPORT	View image in PDF format
03/06/2012 -- Reg. Agent Change	View image in PDF format
01/04/2012 -- ANNUAL REPORT	View image in PDF format
02/15/2011 -- ANNUAL REPORT	View image in PDF format
01/27/2010 -- ANNUAL REPORT	View image in PDF format
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02/12/2003 -- ANNUAL REPORT	View image in PDF format
03/14/2002 -- ANNUAL REPORT	View image in PDF format
06/28/2001 -- Merger	View image in PDF format
04/02/2001 -- ANNUAL REPORT	View image in PDF format
04/13/2000 -- ANNUAL REPORT	View image in PDF format
03/06/1999 -- ANNUAL REPORT	View image in PDF format
02/03/1998 -- ANNUAL REPORT	View image in PDF format
04/21/1997 -- ANNUAL REPORT	View image in PDF format
05/01/1996 -- ANNUAL REPORT	View image in PDF format
01/20/1995 -- ANNUAL REPORT	View image in PDF format
01/20/1995 -- ANNUAL REPORT	View image in PDF format

ON-THE-JOB (OJT) TRAINING AGREEMENT NO. 04-AP-UP-OJT-23

1 - Parties	
Funder	Contractor ~ Legal Name of Employer
CareerSource Broward	Employer: Advanced Roofing INC
(CSBD)	Tax ID #: 59-2360591
	Business Type: Corporation / Professional Association/ Professional Corporation
2 - Notice Information	
Must be certified mail return receipt requested	
CareerSource Broward 2890 West Cypress Creek Rd. Fort Lauderdale, FL 33309	Employer Legal Address: 1950 NW 22 nd Street Fort Lauderdale, FL 33311 Telephone: (754) 300-6991
3 - Term of the Agreement	
From: Last Date Signed by the Parties	To: June 30, 2026
4 - Signature Block	
CareerSource Broward	Employer
<p><i>Carol Hylton</i></p> <hr/> Carol Hylton President/CEO Date <u>03/11/2024</u>	<p align="center"><i>(Must be an Owner or Officer)</i></p> <p align="center"><i>Robert Kornahrens</i></p> <hr/> Signature Robert Komahrens <u>02/28/2024</u> <hr/> Print Name Date President <hr/> Title
<p><i>Michelle Williams</i> <i>Sonia Harriott</i></p> <hr/> Witness Witness	<p><i>Kimberly Campanile</i> </p> <hr/> Witness Witness Kimberly Campanile Jenny Rodriguez-Vargas

5 - Type of Agreement	
<p style="text-align: center;">Master Agreement</p> <p>This Agreement is applicable to each participant for whom a Training Plan has been executed and shall apply to new or existing employees needing additional skills to be able to perform on the job.</p> <p>A training plan must be completed, approved by CSBD and signed by the parties for every employee to be trained under this Agreement. Each executed training plan is incorporated into and made a part of this Agreement as if it is fully set forth herein.</p> <p>The State Assurances and Certifications are incorporated into and made a part of this Agreement as if they were fully set forth herein.</p> <p>Employer may not assign the contract or subcontract their responsibilities without CSBD's written approval.</p>	<p style="text-align: center;">Performance Based Agreement</p> <p>Employer agrees to hire and train the participants in accordance with the applicable executed training plans. In exchange Employer will be paid the percentage of each employee /trainee's straight time hourly wage, in accordance with the training plan, for each hour participant works not to exceed the maximum allowable training hours listed in the training plan for each trainee except that should the participant not be retained or leave the job during the final 160 hours of the training or the thirty (30) calendar days following the end of training, employer shall forfeit the wage reimbursement for the last month of training which shall be calculated based upon one hundred and sixty (160) hours.</p> <p>The payments under this Agreement represent the extra cost to employer for providing the training necessary for the employee to perform on the job.</p> <p>The number of signed training plans shall determine the number of employees for whom employer may be reimbursed. CSBD shall be the sole determiner of whether to award a training plan to Employer.</p>

ON-THE-JOB (OJT) TRAINING AGREEMENT NO. ____

<p>6 - Identification of Trainees and Nepotism</p>	<p>A</p>	<p>Employer may identify prospective trainees. This shall be referred to as a reverse referral. CSBD is under no obligation to enroll the individual into the OJT program or refer them back to employer.</p>
	<p>B</p>	<p>CSBD shall be responsible for determining the eligibility of prospective trainees and whether they may participate in the program. All individuals, regardless of whether they are a "reverse referral" or a CSBD referral must go through the eligibility determination and enrollment process prior to being "on-boarded" or hired by employer.</p>
	<p>C</p>	<p>Employer agrees to hire new trainee/participants after contract execution but prior to the start of the training as a member of their regular workforce except in the case of current employees for who an "Upgrade OJT" training plan has been approved.</p>
	<p>D</p>	<p>Previous employees, including individuals with whom the employer has had a 1099 relationship within three (3) years of the execution date of the contract are not eligible to participate in the OJT program. Employer agrees to repay CSBD for any employee/trainee wages reimbursed for individuals hired under this agreement in violation of this section.</p>
	<p>E</p>	<p>Employer must execute a training plan for each trainee.</p>
	<p>F</p>	<p>Employer certifies that trainees are not members of their immediate family or the immediate family of Employer's supervisory or management staff. Employer must disclose if they are related to a CSBD staff member or to a Broward Workforce Development Board, Inc. (BWDB) member or to the Mayors of Hollywood and Fort Lauderdale or to a Broward County Commissioner. Disclosures shall be made prior to training to the CSBD Vice President of Communications.</p>
	<p>G</p>	<p>Employer agrees not to discriminate in hiring or employment practices and to comply with the Civil Rights Act of 1964, as amended, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended.</p>

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7 - Training	A	Employer agrees to provide the training necessary for trainee to perform on the job.
	B	To be eligible for the full amount of the reimbursement described in the training plan for each trainee which is incorporated into this Agreement by reference as if set forth in its entirety, Contractor must provide the training and employ the participant for the total number of hours per week and the total number of hours described in the training plan including during the retention period. In the event employer reduces a trainee's hours by ten percent (10%), the Training Plan Amendment shall be considered terminated and employer shall not be entitled to reimbursement for any outstanding invoices covering time periods during which the employee/trainee's hours have been reduced. In the event work hours are reduced following retention this shall be considered in evaluating employer's OJT performance.
8 - Wages and Benefits	A	Employer must adhere to collective bargaining agreements, which apply to positions filled by employee/trainees hired under this agreement.
	B	Employer agrees to provide trainees with the same terms of employment, working conditions, wages and fringe benefits provided to other employees in the same or similar positions.
	C	Employer agrees to maintain Worker's Compensation insurance for its employee/trainees.
	D	Employer must comply with local, State and Federal wage and hour laws.
	E	Employer agrees to adhere to the CSBD grievance procedures if a complaint arises in connection with the trainee and the training.
9 - Payment	A	Employer's reimbursement percentage is based upon the number of employees, claimed by employer, on the attestation included in the Training Plan regardless of whether they are full time or part time. CSBD reserves the right to alter the amount of the reimbursement if CSBD determines that the Employer did not provide the correct employee count to CSBD staff at the time of entry into the Contract.
	B	Employer agrees to maintain written time and attendance records on CSBD timesheets to document the days and hours of training for each employee/trainee.

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	C	Employer may bill CSBD for overtime hours at the straight time rate up to the approved number of training hours and agrees to pay for the overtime portion of the wage out of Employer's own funds.
	D	Employer will not be reimbursed for paid holidays, sick, vacation or other leave time granted to trainee.
	E	Payments to trainees during the training and retention period must be substantiated and therefore must be made by check or ACH. The cashed check or ACH will be the record of the wages paid to trainee and must be submitted with the invoice. Requests for reimbursement based upon cash payment of wages will not be honored or reimbursed by CSBD.
	F	In consideration of participating in this wage reimbursement program, Employer agrees that no property rights are created in the participant trainee wages and that CSBD's determination regarding the amount of the wage reimbursement due employer following the submission of the required documentation, shall be considered absolute and final. Further employer agrees to forgo any right to appeal the amount of the wage reimbursement to the CSBD governing boards, the state or the state or federal courts.
	G	For any week during which employer reduces a trainee's rate of pay from that stated in the training plan or reduces a trainee's work hours to less than those stated in the training plan as the number of hours constituting the regular "work week", the employer shall forfeit reimbursement for that portion of any invoice reflecting that the employee/trainees hours or wages were reduced. Where the work hours have been reduced and reflected on the timesheet by the trainee as holiday, sick, vacation or other leave time, this will not impact the employer reimbursement.
	H	If during the retention period Employer reduces a trainee's rate of pay from that stated in the training plan or reduces a trainee's work hours to less than those stated in the training plan as the number of hours constituting the regular "work week," the employer shall forfeit the entire reimbursement. Where the work hours have been reduced and reflected on the timesheet by the trainee as holiday, sick, vacation or other leave time, this will not impact the employer reimbursement.
	I	Employer must invoice by the tenth (10th) of each month for the immediately preceding month in which the participant has worked.

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	J	The invoice for the final 160 hours of training will be paid upon the participant's completion of the training and retention in employment for 30 days after the training period has ended. If the participant is not retained during the final 160 hours of training and for 30 days after the training period has ended, employer agrees to forfeit the right to the reimbursement for the participant's wages paid during the final 160 hours of the training period.
	K	Employer agrees to use CSBD's invoice form. Payments are generally made within thirty (30) days of receiving a correct invoice and all required back-up documentation. All payments to Employer shall be made by ACH.
	L	Contractor shall submit invoices accompanied by a copy of the trainees', (1) timesheets signed and dated by the employee and employer showing actual hours worked during the training period, (2) payroll register or payroll stubs and, (3) a copy of the canceled checks (front and back) or ACH payroll record in order to be paid. If ACH is used to pay trainee(s), a copy of the bank statement documenting the ACH payment is also required. Late invoices are subject to payment at CSBD's discretion.
	M	The responsibility for invoicing CSBD and for proving that CSBD has received the invoice shall be the responsibility of the Employer. CSBD shall not be responsible for electronic invoices which fail to clear the CSBD firewall or are too large to be accepted or otherwise fail to be delivered. Any question regarding the receipt of an invoice should be directed to OJTfinance@Careersourcebroward.com . Invoices begin to age following the 10th of the month in which the invoice is due. CSBD will not be responsible for payment of invoices more than thirty (30) days old and Employer agrees to forfeit their right to payment for such invoices. There shall be no appeal from this section.
	N	Employer agrees that they hereby release and discharge CSBD from any financial claims arising from this Agreement upon Employer's receipt of the final payment of amounts due under this Contract, which may be a training reimbursement or retention payment, as applicable, or the last payment for preceding invoices more than thirty (30) days late, less any credits, refunds, or rebates due to CSBD.
10. Record Requirements and Retention	A	Employer agrees to keep all records related to the contract and program for five (5) years or in the case of a claim, litigation, audit, or monitoring finding, until the matter is resolved, whichever is later.

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	B	Employer agrees to maintain a written record of the wages and fringe benefits paid to each employee-trainee through the record retention period.
	C	Employer agrees to provide access to the records related to the program to CSBD, state, and/or federal officials through the record retention period.
11. Termination of the Contract	A	Either party may terminate this Agreement upon thirty (30) days written notice to the other.
	B	CSBD may terminate this Agreement if the state or federal government terminates or reduces the grants, which make this contract possible.
	C	CSBD may immediately terminate this Agreement if Employer has violated the terms and conditions of this Agreement with notice to Employer via the United States Mail, Federal Express or other recognized Carrier.
	D	CSBD may immediately terminate this Agreement or cease from approving new training plans/trainees at any time with notice to Employer via the United States Mail, Federal Express or other recognized Carrier, that Employer has (1) made a determination to close their business, (2) reduced the number of employees including CSBD trainee participants, (3) failed to provide the training as described in the training plan. In such instance CSBD will reimburse contractor for wages due pursuant to the active training plans through the date of termination, except that any retention payments associated with trainees not yet reimbursed, even though an invoice may have been received, will be forfeited and employer will not be paid, (4) reduced the hours of trainees or employees during a period of sixty (60) days following retention.
	E	CSBD may terminate the Contract if employer does not meet the retention policy as described in Attachment B to this Agreement.
12. Modification and Notice	A	This Agreement may be modified if both parties sign a written amendment.
	B	CSBD may unilaterally amend this Agreement if there are changes in federal, state or local laws, rules, regulations, or policies.
13. Compliance with the law	A	The parties agree that this Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida.

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B	Venue for litigation regarding this Agreement shall be in Broward County.
C	Employer will comply with federal and state laws governing the OJT Program.
D	Employer will not encourage or discourage union activities. Funds shall not be used directly or indirectly to fill a vacancy due to a strike or lock-out as a result of a labor dispute.
E	Employer agrees not to engage employee/trainees in sectarian activities or in the construction of sectarian facilities.
F	Neither Employer nor their representative may charge trainee a fee for the placement or referral of the trainee in a position funded by this Agreement.
G	Employer agrees that this program will not result in the displacement of currently employed workers or impair existing contracts for services.
H	No funds provided under this Agreement will be used to train an employee/trainee to fill a job opening created by a hiring freeze, lay off or termination of a regular employee to create a vacancy for trainee.
I	If employer has relocated from a different area in the country and terminated employees in that location employer certifies that the date of execution of this Agreement is at least one hundred and twenty (120) days after beginning business operations in the new location. Violations may result in damages pursuant to 20CFR667.268.
J	Employer has not exerted any undue influence or engaged in conduct, which would constitute a conflict of interest or the appearance of a conflict of interest in order to be awarded the funds under this Agreement.
K	If Participants are to be employed on construction or repair projects, Employer agrees to comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c) 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."
L	As applicable Employer agrees to comply with the Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations, 29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction" which requires that wages be paid to laborers and mechanics at a rate not less than the minimum wages specified by the Secretary of Labor and that wages be paid at least once a week.

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	M	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 Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements."
	N	Employer agrees to comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).
	O	Employer certifies that they are not named on the Federal Debarment and Suspension list pursuant to Executive Orders 12549 and 1268.
	P	Employer agrees to comply with the Solid Waste Disposal Act, As amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962).
	Q	Employer agrees to comply with the Trafficking Victims Protection Act of 2000 2 CFR 175.
	R	Employer agrees to comply with the Veterans Priority of Services Provision.
	S	Employer agrees to comply with the Equal Treatment of Faith Based Organizations.
	T	Employer agrees to comply with Environmental Tobacco Smoke (Part C P.L. 103 227.
	U	Beginning January 1, 2021, Employer shall comply with Florida Statutes 445.095(2) which requires private employers to use the E-verify system to verify that all new employee hires are authorized to work in the USA or Employer collects and retains the substantiating I-9 documentation on file for all new hires to determine their eligibility to work in the United States.
14. TANF Only	A	Employer agrees to comply with the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.).
15. Liability	A	Employer agrees to hold and save CSBD, its officers, contractors and employees harmless from liability of any nature or kind, including costs and expenses, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, contractor or representative of the Employer.

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<p>16. Monitoring</p>	<p>A</p>	<p>At any time during the term of this Agreement, or at any time during the record retention period following termination of this Agreement, Employer agrees to make all contracts, invoices, payroll records, personnel files, and any and all other records relating to the program, funded by this Agreement, available to CSBD or their designee. Further, Employer shall allow CSBD or their designated representatives the ability to conduct on site evaluations, interviews with participant/employees and access to participants while they are on the worksite in order to monitor, conduct audits, investigations, and monitor program performance to ensure compliance with the terms of the Agreement and amendments hereto.</p>
<p>17. Documents Incorporated by Reference</p>		<p>The following documents are incorporated by reference as if fully set forth herein: The Training Plan for each participant Attachment A – State Assurances and Certifications Attachment B – Retention Policy Attachment C – Grant Application Data Sheet(s) Attachment D – Training Plan(s)</p>

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ATTACHMENT A

ASSURANCES AND CERTIFICATIONS

The grantor will not award a grant where the Grantee has failed to accept the ASSURANCES AND CERTIFICATIONS contained in this section. In performing its responsibilities under this agreement, the Grantee hereby certifies and assures that it will fully comply with the following:

- A. **Assurances – Non-Construction Programs (SF 424 B)**
- B. **Debarment and Suspension Certification (29 CFR Part 98)**
- C. **Certification Regarding Lobbying (29 CFR Part 93)**
- D. **Drug free Workplace Certification (29 CFR Part 98)**
- E. **Nondiscrimination & Equal Opportunity Assurance (29 CFR Part 37)**

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

- A. **ASSURANCES – NON-CONSTRUCTION PROGRAMS.** NOTE: Certain of these Assurances may not be applicable to your project or program. If you have questions, please contact the Grantor agency.

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

1. 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.
2. 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 handicaps; (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) Sections 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 non-discrimination statute(s) which may apply to the application.
3. Will comply with the provisions of the Hatch Act (U.S.C. 1501-1508 and 7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
4. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874, and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction subagreements.
5. 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 flood plains 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 (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955,

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- 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).
6. 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."
 7. Will comply with all applicable requirements of all other Federal laws, executive order, regulations and policies governing this program.

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

The prospective Grantee certifies to the best of its knowledge and belief, that it and its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by and Federal department or agency;

Have not within a three-year period preceding this proposal been convicted 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 contract 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;

Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,

Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.

Where the prospective Grantee is unable to certify to any of the statements in this certification, such prospective Grantee shall attach an explanation to this proposal [or plan].

C. CERTIFICATION REGARDING LOBBYING – Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned (i.e. Grantee) certifies, to the best of his or her knowledge and belief, that:

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 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.

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 employees of Congress, or 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.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 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.

D. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS.

Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 CFR 98, Subpart F. I, the undersigned Grantee, attests and certifies that the Grantee will provide a drug-free workplace by the following actions.

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1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees concerning:
 - a) The dangers of drug abuse in the workplace.
 - b) The policy of maintaining a drug-free workplace.
 - c) Any available drug counseling, rehabilitation and employee assistance programs.
 - d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph 1.
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the contract, the employee will:
 - a) Abide by the terms of the statement.
 - b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
5. Notifying the agency in writing ten (10) calendar days after receiving notice under subparagraph 4.b. from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every Grant officer on whose Grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected contract/Grant.
6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph 4.b., with respect to any employee who is so convicted.
 - a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended.
 - b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local, health, law enforcement or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification.

Notwithstanding, it is not required to provide the workplace address under the contract. As of today, the specific sites are known and we have decided to provide the specific addresses with the understanding that if any of the identified places change during the performance of the contract, we will inform the agency of the changes. The following are the sites for the performance of work done in connection with the specific contract including street address, city, county, state and zip code:

Check () if there are workplaces on file that are not identified here.

Check () if an additional page was required for the listing of the workplaces.

E. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:

As a condition to the Grantee the Grantee assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

(1) Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;

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(2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;

(3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

(4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

(5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Grantee also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I – financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I – financially assisted program or activity. The Grantee understands that DEO and the United States has the right to seek judicial enforcement of the assurance.

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Attachment B

Retention Policy

The following is the CareerSource Broward Retention Policy. By signing at the end of the policy Employer acknowledges that they have read and understand the Retention Policy and how it will be applied to their Contract.

OJT Volume	Measured by a retention hard number	Measured by a retention percentage	Example
Up to five (5) OJT participants enrolled who have begun training	One (1) allowable termination	N/A	Employer that has between one (1) – five (5) participants will be allowed one (1) participant separation and still be eligible for referral of trainees.
A minimum of six (6) participants and up to a maximum of seven (7) participants enrolled who have begun training	Two (2) allowable terminations	N/A	Employer that has between six (6) – seven (7) participants will be allowed two (2) participant separations and still be eligible for the referral of trainees
A minimum of eight (8) participants and up to a maximum of ten (10) participants enrolled who have begun training	N/A	Seventy-five percent (75%)	Retention shall be calculated based upon seventy-five percent (75%)
Employers with trainees in excess of ten (10) during the previous twelve (12) month period	N/A	Seventy-five percent (75%)	Retention shall be calculated based upon seventy-five percent (75%)

1. There will be a monitoring conducted when the employer requests the fifth (5th) and ninth (9th) training plans.

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2. For existing OJT employers, their first training plan request of the new program year will trigger a retention review of the employer's OJT participation in the previous program year.
3. Reduction of Hours – When monitoring is triggered according to 1 or 2 from above, the OJT employers will be monitored for reduction of hours among OJT participants and employees. An OJT employee's hours will be monitored for a period of three months after the completion of the training by interviewing the employee. If the employee indicates their hours were reduced, a phone call will be made to the employer to confirm the employee's response. If the employer states that the employee's hours have remained the same, pay stubs must be provided. Any reduction of hours of ten percent (10%) or more will result in that employees' retention being counted against the employer.
4. There will be a cap of ten (10) active OJT Training Plans that an employer may have at any given time.
5. Re-contracting or Continuing to Place Participants with Employers After the Employer has Failed to Retain Participants
 - a. Employers who have not met the above retention guidelines will be not eligible for additional placements for one (1) year unless mitigating circumstances are clearly documented. The one year suspension for employers not meeting the retention standards of the local OJT program will start on the date the employer's last OJT Training Plan was approved. Removal from one (1) year suspension must be reviewed and approved by the Executive Office.
 - b. Mitigating circumstances include:
 - i. Termination due to a documented dishonest or violent act on the part of the employee in the workplace.
 - ii. Death of the participant.
 - iii. Resignation of the participant because of relocation, promotion or movement to a better paying job or a job more convenient to the participant's individual needs.
 - iv. Such other exceptions as may be approved by the Executive Vice President, which shall be documented in writing.
 - c. Mitigating circumstances must be documented in the contract file before a referral can be made to the employer.
 - d. Once a participant has been placed with an employer into an OJT, prior to placing additional participants in excess of five approved training plans, the retention rate shall be determined using the table above. The seventy-five percent (75%) retention rate shall be determined using the following formula:

- i. Determine the denominator, which is the total number of participants enrolled and who have begun training
- ii. Determine the numerator by subtracting the number of separations counted against the employer from the total number of participants who have begun training
- iii. Determine the retention rate by dividing the numerator by the denominator:

$$\text{Numerator/Denominator} = \text{Retention Rate}$$

If the separation is determined a Neutral/Global Exclusion, the participant is removed from the numerator and denominator before calculating retention.

Policy is subject to change upon thirty (30) days notification to employer.

Robert Komahrens

Employer Name (Print)

Robert Kornahrens

Employer Signature

02/28/2024

Date

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ATTACHMENT C

Grant Application Data Sheet(s)

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ATTACHMENT D
Training Plan(s)



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North Central South

OJT & Work Experience Checklist for Supervisors

To be completed by the WIOA Supervisor, Asst. Center Manager, or Center Manager **BEFORE** the Training Plan is returned to the BDS/JD staff.

Participant Name:	Clanes Audius	SS#:	XXX - XX - 2567
Program:	<input checked="" type="checkbox"/> WIOA-Adult (AD)	<input type="checkbox"/> WIOA-Dislocated Worker (DW)	
Success Coach:	Aida Melendez	Supervisor:	Doren Bennett

	Data Elements	Source
1. Initials DLB	Program Eligibility: <input checked="" type="checkbox"/> AD <input type="checkbox"/> DW	Case File / Customer Docs
	If AD, please provide: • Family Size: <u>1</u> / Annualized Family Income: <u>44,026.32</u>	
	If DW, please provide: • Date of Dislocation: _____	
2. Initials DLB	If WIOA, is the Application entered in Employ Florida? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Employ Florida
3. Initials DLB	Is Customer a Prior ITA Participant: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If Yes, please provide: Amount: _____ Program: _____	ITA Voucher System
4. Initials DLB	Is Customer a Prior OJT Participant: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If Yes, please provide: Amount: _____	Employ Florida
5. Initials DLB	Is Customer a Prior WEX Participant: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If Yes, please provide: Amount: _____	Employ Florida
6. Initials DLB	Complete Training Plan <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	OJT /WE Training Plan
7. Initials DLB	*OJT-only* Support Account Created: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Gazelle

By initialing the designated spaces above and signing below, you are validating that the above listed data elements have been reviewed and documentation is in the physical case file.

Supervisor Signature: Doren L. Bennett Date: 02/23/2024

This document is not intended to create a contract. It is a checklist and does not constitute an offer of any services or benefits. It is for informational purposes only. The information provided is not intended to be used as a basis for any legal action. The information provided is not intended to be used as a basis for any legal action.



004-AP-UP-OJT-23

North Central South

OJT & Work Experience Checklist for Supervisors
 To be completed by the WIOA Supervisor, Asst. Center Manager, or
 Center Manager **BEFORE** the Training Plan is returned to the BDS/JD staff.

Participant Name:	Michelet Francoeur	SS#:	xxx - xx - 4837
Program:	<input checked="" type="checkbox"/> WIOA-Adult (AD)	<input type="checkbox"/> WIOA-Dislocated Worker (DW)	
Success Coach:	Aida Melendez	Supervisor:	Doren Bennett

	Data Elements	Source
1. Initials DLB	Program Eligibility: <input checked="" type="checkbox"/> AD <input type="checkbox"/> DW	Case File / Customer Docs
	If AD, please provide: • Family Size: <u>1</u> / Annualized Family Income: <u>44023.57</u>	
	If DW, please provide: • Date of Dislocation: _____	
2. Initials DLB	If WIOA, is the Application entered in Employ Florida? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Employ Florida
3. Initials DLB	Is Customer a Prior ITA Participant: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	ITA Voucher System
	If Yes, please provide: Amount: _____	
	Provider: _____ Completion Date: _____	
4. Initials DLB	Is Customer a Prior OJT Participant: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Employ Florida
	If Yes, please provide: Amount: _____	
	Employer: _____ Completion Date: _____	
5. Initials DLB	Is Customer a Prior WEX Participant: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Employ Florida
	If Yes, please provide: Amount: _____	
	Employer: _____ Completion Date: _____	
6. Initials DLB	Complete Training Plan <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	OJT /WE Training Plan
7. Initials DLB	*OJT-only* Support Account Created: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Gazelle

By initialing the designated spaces above and signing below, you are validating that the above listed data elements have been reviewed and documentation is in the physical case file.

Supervisor Signature: Doren L. Bennett Date: 02/23/2024

...availability by employer program. Auxiliary aids and services are available upon request to individuals with disabilities. All services are provided on a non-discriminatory basis to all eligible persons using Florida Department of Education's (FLDOE) services.



004-AP-UP-OJT-23

OJT Business Outreach Employer Checklist

The CareerSource Broward Business Outreach staff member works with the employer to complete these sections.

Company Name	Advanced Roofing	Employer Representative Name	Robert Kornahrens
Title	Executive Vice President	Phone	(954) 522-6868
Does the employer understand the retention guidelines?	Yes	Proceed with OJT?	Yes
Please list the anticipated number of hires within the next:	3 months: 0	6 months: 10	12 months: 20
Will the Employer also hire for positions paying \$25.00 or more? Yes			
1. Company Size (total number of employees)	750		
2. Is the employer a family member of a CareerSource Broward staff member or provider?	No		
3. Does this Employer have representation on the Broward Workforce Development Board?	Yes		
4. Is the proposed training for orientation that the employer provides to all new hires?	No		
5. Is the proposed training on proprietary equipment, software or processes that would have to be provided to any new or promoted employee?	No		
6. Is the proposed training for a job that is paying only a commission or piece rate, or jobs where the base salary, excluding commission is below minimum wage?	No		
7. Is the proposed training for a job with no entry qualifications (e.g. fast food employment, grocery bagging, etc.) unless for a person with disabilities who would not be selected without the extraordinary training?	No		
8. Is the proposed training with an employer or industry that is seasonal?	No		
9. Will the proposed OJT position(s) be staffed by a staffing company or temporary employment agency? If yes, who is the employer on record (who is on the payroll check)?	No		
10. Does the employer have Workers Compensation Insurance?	Yes		
11. Are the conditions of employment reasonable and appropriate?	Yes		
12. Has it been evidenced that the employer has necessary equipment, resource, and supervision to perform the training?	Yes		

Please complete both pages of this form.

Last Revised CSBD: 7/28/17, Page 1 of 2

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

Business Outreach OJT Employer Checklist

The CareerSource Broward Business Outreach staff member works with the employer to complete these sections.

13. Does the proposed training displace an employee that is currently employed?	No
14. Has the employer had any layoffs within the last six months? If yes, for what positions? If yes, have the layoffs been in the last two months?	No
15. Does the proposed training infringe on the promotional opportunities of currently employed individuals?	No
16. Has the employer relocated their business within four months and laid off employees in their prior location?	No
17. Has the employer had a plant closing or a layoff in the last two months?	No
18. Does this employer have a lockout, strike, or other similar condition in existence?	No
19. What is the average number of employees the employer normally employs? How many employees are currently on staff?	75/750
20. What is the employer's turnover rate over the last year?	40%
21. Will any of the proposed OJT participants be related to an owner or employee of the employer? If yes, what is the relationship?	No
22. If the proposed training is for a construction job, will the participant be working on a public building? If so, is the employer in compliance with the Davis-Bacon Act?	Yes
23. Does the employer have a current Occupational License?	Yes
24. Does the employer use E-verify <u>or</u> does the employer collect and retain I-9 documentation on file for all new hires to determine their eligibility to work in the United States?	E-verify
25. How did the employer hear about CSBD and the OJT program?	Long Time Partner

Robert Kornahrens	<i>Robert Kornahrens</i>	03/07/2024
Employer Representative Name	Signature	Date

Barbara Cevieux	<i>Barbara Cevieux</i>	03/07/2024
CSBD Business Outreach Name	Signature	Date

Dan Leary	<i>Dan Leary</i>	03/07/2024
ERC / Supervisor Name	Signature	Date

Please complete both pages of this form.



BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-357-4829

VALID OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024

Business Name: ADVANCED ROOFING INC

Receipt #: 185-1027
Business Type: ROOFING/SHEET METAL CONTRACTOR
(ROOFING CONTR)

Owner Name: ROBERT P KORNAHRENS
Business Location: 1950 NW 22 ST
FT LAUDERDALE

Business Opened: 08/02/1983
State/County/Cert/Reg: CCC024413
Exemption Code:

Business Phone: 522-6868

Rooms **Seats** **Employees** **Machines** **Professionals**
10

For Vending Business Only						
Number of Machines:			Vending Type:			
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
27.00	0.00	0.00	0.00	0.00	0.00	27.00

Receipt Fee 27.00
Packing/Processing/Canning Employees 0.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT

WHEN VALIDATED

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:

ROBERT P KORNAHRENS
1856 N NOB HILL RD #277
PLANTATION, FL 33322

Receipt # WWW-22-00278592
Paid 09/20/2023 27.00

2023 - 2024

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-357-4829

VALID OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024

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For Vending Business Only						
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Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
27.00	0.00	0.00	0.00	0.00	0.00	27.00

Receipt # WWW-22-00278592
Paid 09/20/2023 27.00



[Return to Previous Page](#)

To return to the previous page, please press the "Return to Previous Page" button instead of using the browser's back button.

Proof of Coverage Report

Last Updated: 02/27/2024

• Employer Name text is highlighted and if selected will provide 10-year coverage information based on employer's FEIN.

Employer Name	Named Insured	Policy Effective Date	Policy Cancellation Date	Policy Expiration Date	Policy Number	Carrier Name	PEO Client	Governing Class Code	Employer Address	Employer City	Sta
ADVANCED ROOFING INC	ADVANCED ROOFING INC	01/01/2024		01/01/2025	83056020	BRIDGEFIELD EMPLOYERS INS CO	N	05551	1950 NW 22ND ST	FORT LAUDERDALE	FL
ADVANCED ROOFING INC	ADVANCED ROOFING INC	01/01/2024		01/01/2025	83056020	BRIDGEFIELD EMPLOYERS INS CO	N	05551	2100 NW 21ST AVE	FORT LAUDERDALE	FL
ADVANCED ROOFING INC	ADVANCED ROOFING INC	06/01/2023		06/15/2024	WA565D294562533	LM INS CORP	N	05551	1950 NW 22ND ST	FORT LAUDERDALE	FL
ADVANCED ROOFING INC	ADVANCED ROOFING INC	11/21/2023		05/01/2024	WC572677200	AMERICAN ZURICH INS CO	N	05551	1950 NW 22ND ST	FORT LAUDERDALE	FL
ADVANCED ROOFING INC	ADVANCED ROOFING INC	05/01/2023		05/01/2024	WC688965601	AMERICAN ZURICH INS CO	N	05190	1950 NW 22ND ST	FORT LAUDERDALE	FL
ADVANCED ROOFING INC	ADVANCED ROOFING INC	07/03/2023	07/03/2024	07/03/2024	WC7625095730403	LIBERTY INS CORP	N	05551	1950 NW 22ND ST	FORT LAUDERDALE	FL
ADVANCED ROOFING INC	ADVANCED ROOFING INC	07/03/2024		10/17/2024	WC7625095730403	LIBERTY INS CORP	N	05551	1950 NW 22ND ST	FORT LAUDERDALE	FL

[Export to Excel](#)

Click on the 'Prior Policy Search' button to find up to a 10-year history of policies no longer in effect for this employer.

[Prior Policy Search](#)

Click on the 'Exemption Search' button to find exemptions related to this employer.



Roofers

47-2181.00

Updated 2024

Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, or related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.

Sample of reported job titles: Commercial Roofer, Industrial Roofer, Metal Roofing Mechanic, Residential Roofer, Roof Mechanic, Roof Service Technician, Roofer, Roofing Technician, Sheet Metal Roofer

Summary

Details

Custom

Easy Read

Veterans

Español

Contents

Occupation-Specific Information

Tasks

5 of 28 displayed

- Inspect problem roofs to determine the best repair procedures.
- Remove snow, water, or debris from roofs prior to applying roofing materials.
- Set up scaffolding to provide safe access to roofs.
- Estimate materials and labor required to complete roofing jobs.
- Cement or nail flashing strips of metal or shingle over joints to make them watertight.

Technology Skills

5 of 8 displayed

- Analytical or scientific software** — Energy cost evaluation software; Exele TopView; Humidity and vapor drive calculation software; Roofing Calculator
- Computer aided design CAD software** — AppliCad Roof Wizard; ASR Software TopView LE; DigiTools Roof CAD; Ziatek RoofDraw
- Data base user interface and query software** — CADAFIS; Insight Direct ServiceCEO; RoofLogic; Wintac Pro
- Office suite software** — Microsoft Office software

⊕ **Spreadsheet software** — Microsoft Excel ↕



Hot Technologies are requirements most frequently included across all employer job postings.

[See all 4 Hot Technologies for this occupation.](#)

Occupational Requirements

Work Activities

▼ 5 of 30 displayed

- ⊕ **Performing General Physical Activities** — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials.
- ⊕ **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- ⊕ **Inspecting Equipment, Structures, or Materials** — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- ⊕ **Monitoring Processes, Materials, or Surroundings** — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- ⊕ **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.

Detailed Work Activities

▼ 5 of 18 displayed

- ⊕ Inspect work sites to determine condition or necessary repairs.
- ⊕ Remove debris or vegetation from work sites.
- ⊕ Assemble temporary equipment or structures.
- ⊕ Estimate construction project labor requirements.
- ⊕ Estimate materials requirements for projects.

Work Context

▼ 5 of 38 displayed

- ⊕ **Outdoors, Exposed to Weather** — 98% responded “Every day.”
- ⊕ **Exposed to High Places** — 90% responded “Every day.”
- ⊕ **Face-to-Face Discussions** — 70% responded “Every day.”
- ⊕ **Telephone** — 57% responded “Every day.”
- ⊕ **Contact With Others** — 56% responded “Constant contact with others.”

Experience Requirements

004-AP-UP-OJT-23

Job Zone

Title	Job Zone Two: Some Preparation Needed
Education	These occupations usually require a high school diploma.
Related Experience	Some previous work-related skill, knowledge, or experience is usually needed. For example, a teller would benefit from experience working directly with the public.
Job Training	Employees in these occupations need anywhere from a few months to one year of working with experienced employees. A recognized apprenticeship program may be associated with these occupations.
Job Zone Examples	These occupations often involve using your knowledge and skills to help others. Examples include orderlies, counter and rental clerks, customer service representatives, security guards, upholsterers, tellers, and dental laboratory technicians.
SVP Range	(4.0 to < 6.0)

Training & Credentials

State training	Select a State	Go
Local training	ZIP Code	Go
Certifications	Find certifications nationwide	
State licenses	Select a State	Go

Apprenticeship Opportunities

Start your career and build your skillset. Visit [Apprenticeship.gov](https://www.apprenticeship.gov) to learn about opportunities related to this occupation.

Worker Requirements

Skills

5 of 8 displayed

⊕ **Coordination** — Adjusting actions in relation to others' actions.

- ⊕ **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- ⊕ **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- ⊕ **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- ⊕ **Operation and Control** — Controlling operations of equipment or systems.

Knowledge

▼ 5 of 9 displayed

- ⊕ **Building and Construction** — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- ⊕ **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- ⊕ **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- ⊕ **Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- ⊕ **Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Education

How much education does a new hire need to perform a job in this occupation? Respondents said:

- 49% High school diploma or equivalent required ⓘ
- 26% Less than high school diploma required
- 11% Post-secondary certificate required

Worker Characteristics

Abilities

▼ 5 of 22 displayed

- ⊕ **Gross Body Equilibrium** — The ability to keep or regain your body balance or stay upright when in an unstable position.
- ⊕ **Extent Flexibility** — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.

- ⊕ **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- ⊕ **Trunk Strength** — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without "giving out" or fatiguing.
- ⊕ **Near Vision** — The ability to see details at close range (within a few feet of the observer).

Interests

^ All 2 displayed

Interest code: **RC**

🔍 Want to discover your interests? Take the **O*NET Interest Profiler** at My Next Move.

- ⊕ **Realistic** — Work involves designing, building, or repairing of equipment, materials, or structures, engaging in physical activity, or working outdoors. Realistic occupations are often associated with engineering, mechanics and electronics, construction, woodworking, transportation, machine operation, agriculture, animal services, physical or manual labor, athletics, or protective services.
- ⊕ **Conventional** — Work involves following procedures and regulations to organize information or data, typically in a business setting. Conventional occupations are often associated with office work, accounting, mathematics/statistics, information technology, finance, or human resources.

Work Values

^ All 3 displayed

- ⊕ **Support** — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.
- ⊕ **Independence** — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.
- ⊕ **Working Conditions** — Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.

Work Styles

∨ 5 of 16 displayed

- ⊕ **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- ⊕ **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- ⊕ **Self-Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

- ⊕ **Concern for Others** — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- ⊕ **Integrity** — Job requires being honest and ethical.

Workforce Characteristics

Wages & Employment Trends

Median wages (2022) \$23.04 hourly, \$47,920 annual

State wages

Select a State

Go

Local wages

ZIP Code

Go

Employment (2022)

154,500 employees

Projected growth (2022-2032)

■ ■ ■ ■ Average (2% to 4%)

Projected job openings (2022-2032)

12,200

State trends

Select a State

Go

Top industries (2022)

Construction

Source: Bureau of Labor Statistics [2022 wage data](#) and [2022-2032 employment projections](#). "Projected growth" represents the estimated change in total employment over the projections period (2022-2032). "Projected job openings" represent openings due to growth and replacement.

Job Openings on the Web

State job openings

Select a State

Go

Local job openings

ZIP Code

Go

More Information

Related Occupations

▼ 5 of 10 displayed






- 47-2081.00 [Drywall and Ceiling Tile Installers](#)
- 47-3016.00 [Helpers--Roofers](#)
- 47-2131.00 [Insulation Workers, Floor, Ceiling, and Wall](#)
- 47-2132.00 [Insulation Workers, Mechanical](#)
- 47-2161.00 [Plasterers and Stucco Masons](#)

004-AP-UP-OJT-23

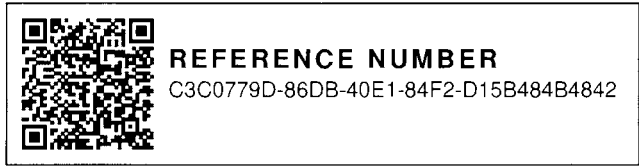
Sources of Additional Information

^ All 5 displayed

Disclaimer: Sources are listed to provide additional information on related jobs, specialties, and/or industries. Links to non-DOL Internet sites are provided for your convenience and do not constitute an endorsement.

- [Associated General Contractors of America](#) 
- [National Association of Home Builders](#) 
- [National Roofing Contractors Association](#) 
- [Occupational Outlook Handbook: Roofers](#) 
- [United Union of Roofers, Waterproofers and Allied Workers](#) 

SIGNATURE CERTIFICATE



REFERENCE NUMBER
C3C0779D-86DB-40E1-84F2-D15B484B4842

TRANSACTION DETAILS

Reference Number
C3C0779D-86DB-40E1-84F2-D15B484B4842
Transaction Type
Signature Request
Sent At
02/28/2024 11:28 EST
Executed At
02/28/2024 11:32 EST
Identity Method
email
Distribution Method
email
Signed Checksum
40f88bfd88d9adb9380ee0c68603c591f36e112957e920f806ba6eb1e0496f7
Signer Sequencing
Disabled
Document Passcode
Disabled

DOCUMENT DETAILS

Document Name
OJT Master Agreement Advanced Roofing 3-24
Filename
OJT_Master_Agreement_Advanced_Roofing_3-24.docx
Pages
19 pages
Content Type
application/vnd.openxmlformats-officedocument.wordprocessingml.document
File Size
59.2 KB
Original Checksum
9cb9f5e9f917ea443eb66364eca530f6a76d8ea8e1ecead8a54d2f61beac0087

SIGNERS

SIGNER

Name
Robert Komahrens
Email
robk@advancedroofing.com
Components
4

E-SIGNATURE

Status
signed
Multi-factor Digital Fingerprint Checksum
c52307a2ae72ff571734d201cdd2cc27d97983161208e306930fb6af58afc474
IP Address
12.27.17.60
Device
Firefox via Windows
Typed Signature
Robert Komahrens
Signature Reference ID
95E45CDE

EVENTS

Viewed At
02/28/2024 11:32 EST
Identity Authenticated At
02/28/2024 11:32 EST
Signed At
02/28/2024 11:32 EST

AUDITS

TIMESTAMP

02/28/2024 11:28 EST
02/28/2024 11:28 EST
02/28/2024 11:32 EST
02/28/2024 11:32 EST
02/28/2024 11:32 EST

AUDIT

Daniel Leary (dleary@careersourcebroward.com) created document 'OJT_Master_Agreement_Advanced_Roofing_3-24.docx' on Chrome via Windows from 67.23.70.69.
Robert Komahrens (robk@advancedroofing.com) was emailed a link to sign.
Robert Komahrens (robk@advancedroofing.com) viewed the document on Firefox via Windows from 12.27.17.60.
Robert Komahrens (robk@advancedroofing.com) authenticated via email on Firefox via Windows from 12.27.17.60.
Robert Komahrens (robk@advancedroofing.com) signed the document on Firefox via Windows from 12.27.17.60.

SIGNATURE CERTIFICATE



REFERENCE NUMBER

58AF362D-9771-4CE6-8A84-967B2397CE0B

TRANSACTION DETAILS

Reference Number

58AF362D-9771-4CE6-8A84-967B2397CE0B

Transaction Type

Signature Request

Sent At

02/28/2024 11:42 EST

Executed At

02/28/2024 12:02 EST

Identity Method

email

Distribution Method

email

Signed Checksum

78615f26cb702af618712f08895f963b090b0f1b3c5e297f87b082640f3f4dd

Signer Sequencing

Disabled

Document Passcode

Disabled

DOCUMENT DETAILS

Document Name

OJT Master Agreement Advanced Roofing 3-24 Robert Komahrens-signed-certificate

Filename

OJT_Master_Agreement_Advanced_Roofing_3-24_Robert_Komahrens-signed-certificate.pdf

Pages

20 pages

Content Type

application/pdf

File Size

169 KB

Original Checksum

add15d6a0f20c813a6dd90f84a1894044fb021edfbb9bc9680612a02903dca2

SIGNERS

SIGNER

Name

Kimberly Campanile

Email

kimc@advancedroofing.com

Components

1

E-SIGNATURE

Status

signed

Multi-factor Digital Fingerprint Checksum

6cab43b316d5348705e1266b35da12cf231f22275c6e1de361521177446c3bcc

IP Address

12.27.17.60

Device

Microsoft Edge via Windows

Typed Signature

Kimberly Campanile

Signature Reference ID

49F40168

EVENTS

Viewed At

02/28/2024 12:02 EST

Identity Authenticated At

02/28/2024 12:02 EST

Signed At

02/28/2024 12:02 EST

AUDITS

TIMESTAMP

02/28/2024 11:42 EST

02/28/2024 11:42 EST

02/28/2024 12:02 EST

02/28/2024 12:02 EST

02/28/2024 12:02 EST

AUDIT

Daniel Leary (dleary@careersourcebroward.com) created document 'OJT_Master_Agreement_Advanced_Roofing_3-24_Robert_Komahrens-signed-certificate.pdf' on Chrome via Windows from 67.23.70.69.

Kimberly Campanile (kimc@advancedroofing.com) was emailed a link to sign.

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SIGNATURE CERTIFICATE

004-AP-UP-OJT-23



REFERENCE NUMBER
2A6267AD-9953-495C-887A-473D3FBC458E

TRANSACTION DETAILS

Reference Number
2A6267AD-9953-495C-887A-473D3FBC458E
Transaction Type
Signature Request
Sent At
02/29/2024 08:21 EST
Executed At
02/29/2024 10:19 EST
Identity Method
email
Distribution Method
email
Signed Checksum
71238ccdcf2d29c5d8d6f44865958d68a13cd3cd483d462811dbe928c499e9e8

DOCUMENT DETAILS

Document Name
OJT Master Agreement Advanced Roofing 3-24 Robert Komahrens-signed-certificate
Kimberly Campanile-signed-certificate
Filename
OJT_Master_Agreement_Advanced_Roofing_3-24_Robert_Komahrens-signed-certificate_Kimberly_Campanile-signed-certificate.pdf
Pages
21 pages
Content Type
application/pdf
File Size
233 KB
Original Checksum
15120773a0a515e1abe303f5e335f3ceb7274fb92128fc73b426dd7d1040a793

Signer Sequencing

Disabled

Document Passcode


Disabled

SIGNERS

SIGNER

Name
joey Lee
Email
joeyl@advancedroofing.com
Components
1

E-SIGNATURE

Status
signed
Multi-factor Digital Fingerprint Checksum
0168aadd8a93ab9492bb721e53f941351e52297bdc4896045d5ce7a10deceee
IP Address
72.17.65.162
Device
Chrome via Windows
Drawn Signature

Signature Reference ID
797FF3B0
Signature Biometric Count
4

EVENTS

Viewed At
02/29/2024 10:18 EST
Identity Authenticated At
02/29/2024 10:19 EST
Signed At
02/29/2024 10:19 EST

AUDITS

TIMESTAMP

02/29/2024 08:21 EST
02/29/2024 08:21 EST
02/29/2024 10:18 EST
02/29/2024 10:19 EST
02/29/2024 10:19 EST

AUDIT

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SIGNATURE CERTIFICATE



REFERENCE NUMBER

58C1BD8B-03B3-46EE-9333-932FB6B8B3AA

TRANSACTION DETAILS

Reference Number
58C1BD8B-03B3-46EE-9333-932FB6B8B3AA

Transaction Type
Signature Request

Sent At
03/11/2024 12:55 EDT

Executed At
03/12/2024 08:35 EDT

Identity Method
email

Distribution Method
email

Signed Checksum
7e8b43923e0b68f5917a5c5aa95aa6f83f7e7b4665ed507bbd782ba2c98c9b21

Signer Sequencing
Enabled

Document Passcode
Disabled

DOCUMENT DETAILS

Document Name
ADVANCED ROOFING - 004-AP-UP-OJT-23 - Clanes Audius and Michelet Francoeur - For Signatures

Filename
ADVANCED ROOFING - 004-AP-UP-OJT-23 - _Clanes_Audius_and_Michelet_Francoeur_-_For_Signatures.pdf

Pages
68 pages


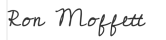

Content Type
application/pdf

File Size
13.6 MB

Original Checksum
17a59a586cd1131bc7d66407ae2d0e935deb971d1206db0e65dcefd4e7be0518

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<p>Name Sonia Harriott</p> <p>Email sharriott@careersourcebroward.com</p> <p>Signer Sequence 4</p> <p>Components 1</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum a09e28858c330c6922caf5a089ef99b98eeace395d37071842610465016520a3</p> <p>IP Address 67.23.70.69</p> <p>Device Chrome via Windows</p> <p>Typed Signature </p> <p>Signature Reference ID 9EA6BDEC</p>	<p>Viewed At 03/12/2024 08:35 EDT</p> <p>Identity Authenticated At 03/12/2024 08:35 EDT</p> <p>Signed At 03/12/2024 08:35 EDT</p>
<p>Name Michell Williams</p> <p>Email mwilliams@careersourcebroward.com</p> <p>Signer Sequence 3</p> <p>Components 1</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum 4788032827a17119d0819e7a636aa99a11146df0472fc399321d7a702cfdde6</p> <p>IP Address 67.23.70.69</p> <p>Device Chrome via Windows</p> <p>Typed Signature </p> <p>Signature Reference ID 5EC46DE3</p>	<p>Viewed At 03/12/2024 08:22 EDT</p> <p>Identity Authenticated At 03/12/2024 08:22 EDT</p> <p>Signed At 03/12/2024 08:22 EDT</p>

SIGNER	E-SIGNATURE	EVENTS
Name Carol Hylton Email chylton@careersourcebroward.com Signer Sequence 2 Components 2	Status signed Multi-factor Digital Fingerprint Checksum 5cb8e006e68acb0fc64ea259455a55fd12575f5c20a186b8025d39023fc5689 IP Address 67.23.70.69 Device Chrome via Windows Typed Signature  Signature Reference ID A77F5045	Viewed At 03/11/2024 16:49 EDT Identity Authenticated At 03/11/2024 16:49 EDT Signed At 03/11/2024 16:49 EDT
Name Ron Moffett Email rmoffett@careersourcebroward.com Signer Sequence 1 Components 10	Status signed Multi-factor Digital Fingerprint Checksum d7f4fd83eeadcd9b052baeafd9bb6f5f768ef07b371cd9f2495fe4ca69e82080 IP Address 67.23.70.69 Device Chrome via Windows Typed Signature  Signature Reference ID 03E096B7	Viewed At 03/11/2024 16:33 EDT Identity Authenticated At 03/11/2024 16:35 EDT Signed At 03/11/2024 16:35 EDT
Name Tony Ash Email tash@careersourcebroward.com Signer Sequence 0 Components 10	Status signed Multi-factor Digital Fingerprint Checksum b3078d49926d16f71a55fd1f49305d10f7a3d61c849b63b9909093d47afe4307 IP Address 67.23.70.69 Device Chrome via Windows Typed Signature  Signature Reference ID 31293681	Viewed At 03/11/2024 13:13 EDT Identity Authenticated At 03/11/2024 13:14 EDT Signed At 03/11/2024 13:14 EDT

AUDITS

TIMESTAMP	AUDIT
03/11/2024 12:55 EDT	Sonia Harriott (sharriott@careersourcebroward.com) created document 'ADVANCED ROOFING - _004-AP-UP-OJT-23 - Clanes_Audius_and_Michele_Francoeur_-_For_Signatures.pdf' on Chrome via Windows from 67.23.70.69.
03/11/2024 12:55 EDT	Tony Ash (tash@careersourcebroward.com) was emailed a link to sign.
03/11/2024 13:13 EDT	Tony Ash (tash@careersourcebroward.com) viewed the document on Chrome via Windows from 67.23.70.69.
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03/11/2024 16:24 EDT	Ron Moffett (rmoffett@careersourcebroward.com) was emailed a reminder.
03/11/2024 16:33 EDT	Ron Moffett (rmoffett@careersourcebroward.com) viewed the document on Chrome via Windows from 67.23.70.69.
03/11/2024 16:35 EDT	Ron Moffett (rmoffett@careersourcebroward.com) authenticated via email on Chrome via Windows from 67.23.70.69.
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03/11/2024 16:35 EDT	Carol Hylton (chylton@careersourcebroward.com) was emailed a link to sign.
03/11/2024 16:39 EDT	Carol Hylton (chylton@careersourcebroward.com) was emailed a reminder.
03/11/2024 16:49 EDT	Carol Hylton (chylton@careersourcebroward.com) viewed the document on Chrome via Windows from 67.23.70.69.
03/11/2024 16:49 EDT	Carol Hylton (chylton@careersourcebroward.com) authenticated via email on Chrome via Windows from 67.23.70.69.
03/11/2024 16:49 EDT	Carol Hylton (chylton@careersourcebroward.com) signed the document on Chrome via Windows from 67.23.70.69.
03/11/2024 16:49 EDT	Michell Williams (mwilliams@careersourcebroward.com) was emailed a link to sign.
03/11/2024 16:51 EDT	Michell Williams (mwilliams@careersourcebroward.com) was emailed a reminder.
03/12/2024 08:22 EDT	Michell Williams (mwilliams@careersourcebroward.com) viewed the document on Chrome via Windows from 67.23.70.69.

TIMESTAMP	AUDIT
03/12/2024 08:22 EDT	Michell Williams (mwilliams@careersourcebroward.com) authenticated via email on Chrome via Windows from 67.23.70.69.
03/12/2024 08:22 EDT	Michell Williams (mwilliams@careersourcebroward.com) signed the document on Chrome via Windows from 67.23.70.69.
03/12/2024 08:22 EDT	Sonia Harriott (sharriott@careersourcebroward.com) was emailed a link to sign.
03/12/2024 08:35 EDT	Sonia Harriott (sharriott@careersourcebroward.com) viewed the document on Chrome via Windows from 67.23.70.69.
03/12/2024 08:35 EDT	Sonia Harriott (sharriott@careersourcebroward.com) authenticated via session on Chrome via Windows from 67.23.70.69.
03/12/2024 08:35 EDT	Sonia Harriott (sharriott@careersourcebroward.com) signed the document on Chrome via Windows from 67.23.70.69.

DATE: November 20, 2023

TO: Local Workforce Development Board 22: Broward

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

SUBJECT: Related Party Contract Review Notification

The above-referenced local workforce development board (LWDB) submitted the following related party contract(s) to the Department of Economic Opportunity (DEO) for reporting purposes or prior approval:

Contracting Entity	Service Type	Contract Amount
Advanced Roofing, Inc.	Apprenticeship/OJT	\$150,000

DEO reviewed the documents provided to ensure compliance with Section 15 of the grantee-subgrantee agreement between DEO and the LWDB, as well as CareerSource Florida Strategic Policy (2012.05.24.A.2), as amended.

Based on the amount of the contract and the outcome of DEO's review, the contract(s) is determined to be:

- Compliant** – The above-referenced contract(s) did not require prior approval by DEO but was determined to meet the statutory requirements. The contract(s) must be published on the LWDB's website within 10 days after approval by the LWDB and must remain on the website for at least one year after the contract is terminated.
- Approved** – The above-referenced contract(s) was determined to meet the criteria for approval. The LWDB may proceed with the contracting process with the contracting entity. The contract(s) must be published on the LWDB's website within 10 days after approval by DEO and must remain on the website for at least one year after the contract is terminated.
- Denied** – The contract(s) submitted was determined not to meet the criteria for approval.

Please contact the DEO team at worfor@commerce.fl.gov with any questions.