

SUB-GRANT AGREEMENT NO. 2024-2025-CR-WIOA-OSY-54000

(PROGRAM YEAR 2024-2025)

BETWEEN

CAREERSOURCE BROWARD

AND

HELPING ADVANCE AND NURTURE THE DEVELOPMENT OF YOUTH, INC.
(HANDY, INC.)

Formerly Known As: Helping Abused, Neglected and Disadvantaged Youth, Inc.
(SUBRECIPIENT)

THIS IS NOT AN AGREEMENT FOR RESEARCH AND DEVELOPMENT

UEI #	CSULHY6PHV31
FEDERAL AWARD IDENTIFICATION (FAIN) #	23A55AY000003
FEDERAL AWARD DATE	4/1/2023
TOTAL FEDERAL AWARD	\$2,324,084
FEDERAL AWARDDING AGENCY	US DOL
ALN #	17.259
PASS THROUGH ENTITY	Florida Commerce
CONTRACT OFFICER	Carol Hylton
CONTACT INFORMATION	Per Notice Section in the Agreement

Pursuant to the Steven's Amendment
Consolidated Appropriations Act of 2018, Pub. L No. 115- 141, 132 Stat. 348,
div. H, Title V, Sec. 505
(Mar. 23, 2018)

1. The percentage of the total costs of the program or project which will be financed with Federal money is 100 percent.
2. The dollar amount of Federal funds for the project or program is \$152,000.
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources is 0 percent.

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HELPING ADVANCE AND NURTURE THE DEVELOPMENT OF YOUTH, INC.
(HANDY, INC.)

Formerly known as: Helping Abused, Neglected and Disadvantaged Youth, Inc.

THIS SUB-GRANT AGREEMENT NO. 2024-2025-CR-WIOA-OSY-54000, entered into the 18th day of June, 2024 by and between CAREERSOURCE BROWARD hereinafter referred to as CSBD, the administrative entity and fiscal agent for the CareerSource Broward Council of Elected Officials and the Broward Workforce Development Board, Inc. having its principal office at 2890 W. Cypress Creek Road, Fort Lauderdale, FL 33309 and HELPING ADVANCE AND NURTURE THE DEVELOPMENT OF YOUTH, INC. hereinafter referred to as SUB-GRANTEE, existing under and by virtue of the laws of the State of Florida as a not for profit corporation, having its principal office at 1717 North Andrews Ave, Fort Lauderdale, FL 33311 to begin on the date this Sub-grant Agreement is executed by the parties.

RECITALS

WHEREAS, Broward County has been designated as a local workforce development area and CSBD is sub-grant recipient and the administrative entity for local workforce development area; and

WHEREAS, CSBD issued a Request for Proposal (RFP) in January 2024 seeking service providers for Out-of-School under the Workforce Innovation and Opportunity Act of 2014 (WIOA 29 U.S.C. Sec. 3101, et. seq. Public Law 113-128); and

WHEREAS, SUB-GRANTEE responded to the RFP and was recommended for funding by the BWDB Youth Committee; and

WHEREAS, at their meeting on April 25, 2024, the CSBD governing boards approved an award of funds to SUB-GRANTEE to serve Out-of-School youth;

NOW THEREFORE, in consideration of the premises and the mutual covenants and obligations herein contained, and subject to the terms and conditions hereinafter stated, the parties hereto agree as follows:

ARTICLE 1

AGREEMENT PURPOSE

1.1 Purpose

It is the purpose of this Sub-Grant Agreement to state the covenants and conditions under which the Sub-Grantee will implement and provide workforce development services, as shall be described herein.

ARTICLE 2

DEFINITIONS

In addition to the definitions set forth in the Workforce Innovations and Opportunity Act of 2014, Public Law 113-128 (29 U.S.C. Sec. 3101 et seq., or as it may be amended, the Regulations promulgated there-under at 20 CFR 603 et seq. and 20 CFR Part 676 et seq., the Personal Responsibility and Work Opportunity Reconciliation Act 42 U.S.C. 601 et seq. and the Regulations promulgated there-under at 45 CFR Part 260, et al., and the Acts and regulations applicable to such other grant funding streams as are identified in this agreement and Sub-Grantee's budgets attached hereto as Exhibit A, the following definitions are applicable to the program operated by the Sub-Grantee and to the terms and conditions of this Sub-grant Agreement and any amendments hereto.

2.1 Academic Credit

Credit for education, training or work experience, applicable toward a secondary school diploma, a post-secondary degree, or an accredited certification of completion, consistent with applicable state law, regulations and policy, and the requirements of an accredited educational agency or institution.

2.2 Administrative Costs

All indirect and direct costs associated with the management of the programs funded by this Sub-grant Agreement. They are costs, which do not directly and immediately benefit participants but are necessary for effective delivery of direct participant benefits. These costs are generally identified with supervision, management, fiscal and record keeping

systems and are defined in accordance with the regulations governing the funding streams made available to the Sub-Grantee.

2.3 Allowable Costs

Those costs, which are necessary, reasonable and allowable under applicable federal, state and local law, for the proper administration and performance of the services to be provided under this Sub-grant Agreement. In general, allowable costs are defined by 2 CFR §200.420 – §200.475.

2.4 Amendment

A modification to this Sub-grant Agreement duly executed by the parties.

2.5 Apprenticeship Program

An officially authorized plan which sets forth the terms and conditions for the qualification, recruitment, selection, employment and training of apprentices.

2.6 Assessment

The process whereby applicants are interviewed to determine their employability, motivation, aptitude, abilities and interests in order to develop an individual service strategy for the attainment of the participant's career goals. Testing and counseling are a part of the assessment process.

2.7 Audit

A systematic review by a CPA or other duly certified and licensed individual or organization to determine and report whether Sub-Grantee's financial operations are being properly conducted, financial reports are being presented fairly and the organization is in compliance with applicable laws and regulations. All Sub-Grantees including commercial organizations pursuant to 20 CFR 200(b)(2)(ii) must submit an audit of the program funded under this Sub-grant Agreement as is further delineated herein. For purposes of this Sub-grant Agreement an Audit shall mean an audit conducted in accordance with 2 CFR 200 Subpart F (§200.500-§200.521).

2.8 Barriers to Employment

Characteristics which hinder an individual's ability to participate in the labor market.

2.9 Basic Skills Deficient

With respect to an individual:

(a) who is a youth, the individual's English reading, writing, or computing skills are at or below the 8th grade level based upon their score on a generally accepted standardized test; or

(b) who is a youth or adult, the individual is unable to compute or solve problems, read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

2.10 Broward Workforce Development Board, Inc.

The local workforce development board, which is also referred to as the BWDB, a 501 (c)(3) organization.

2.11 Case Management

Is a client-centered approach in the provision of services to assure they are aligned with an individual's assessment and follows the individual's service strategy or employment plan as agreed to with the individual to ensure access to the workforce activities and supportive services, needed for the individual to succeed.

2.12 Certificate

A certificate awarded in recognition of an individual's attainment of technical or occupational skills by (1) A state educational agency or a state agency responsible for administering vocational and technical education within a state. (2) An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs. (3) A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g.,

Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities. (4) A registered apprenticeship program. (5) A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector). (6) A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons and (7) Institutions of higher education, which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes. Certificates awarded by workforce investment boards or their providers are not included in this definition. Work readiness certificates for employability skills training, success seminars or similar training are also not included in this definition.

2.13 Classroom Training

Training conducted in an institutional setting designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs.

2.14 The Code of Federal Regulations

Also referred to as CFR. It is where regulations applicable to a federal grant program can be found. Regulations are also published in the Federal Register.

2.15 Commercial Organization

A private-for-profit entity.

2.16 Cost Allocation Plan

A plan, which identifies and distributes the cost of services provided by support staff and/or departments or functions. It is the means to substantiate and support how the costs of a program are charged to a particular cost category.

2.17 Cost Reimbursement Sub-Grant Agreement

This is a contract format, which provides for the reimbursement of all allowable costs, which have been identified and approved in the contract budget. It requires that the Sub-Grantee maintain the documentation

necessary to support the cost. This contract is a cost reimbursement contract.

2.18 Countable Work Activity

For mandatory WTP participants, a work activity that satisfies the work requirement necessary to be included in the calculation of participation in a WTP program.

2.19 Credential

A nationally recognized degree or certificate or state/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. Includes all state education agency recognized credentials.

2.20 Demand Occupation

This is an occupational area, which has been designated as in high demand in the Broward County labor market area.

2.21 Department of Children and Families

Also referred to as DCF.

2.22 Dislocated Worker

In accordance with the WIOA this is an individual who:

(A) (i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment

(ii) (1) is eligible for or has exhausted entitlement to unemployment compensation; or

(2) has been employed for a duration sufficient, as determined by CSBD to demonstrate, an attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a state unemployment compensation law; and

(iii) is unlikely to return to a previous industry or occupation;

- (B) (i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;

(ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or

(iii) for purposes of eligibility to receive services, other than career services, training or support is employed at a facility at which the employer has made a general announcement that such facility will close;
- (C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or
- (D) is a displaced homemaker as defined in the WIOA.
- (E) (i) is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member;
or

(ii) is the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

2.23 D.O.T. Codes

The nine-digit Dictionary of Occupational Titles code for a job or occupational title.

2.24 Eligible or Eligibility

Refers to an individual's status in relation to their ability to participate in a grant program.

2.25 Eligible Training Providers List (ETPL)

This is a list of approved training institutions compiled pursuant to WIOA requirements approved by the CSBD governing boards which institutions may provide training to a CSBD participant.

2.26 EmployFlorida

Also referred to as EF it is the Florida Commerce management information and data system.

2.27 Excess Revenue

This refers to revenues in excess of actual costs. All governmental and not-for-profit entities must report and return any excess revenue earned as a result of providing the services and activities under this Agreement.

2.28 Exit

A term which refers to an individual who is no longer considered a program participant and is reported in the State's information system as an individual who has "exited" from the program in which they were enrolled. Although considered "exited" if the participant is a youth they may still be receiving support and/or follow up services.

2.29 FloridaCommerce

The State of Florida Department of Commerce formerly the Department of Economic Opportunity or "DEO."

2.30 Funding Stream

The term funding stream as used herein refers to the State and/or federal grants under which a program or activity is funded. Different funding streams are governed by varying pieces of legislation, statutes and regulations. The grants which comprise the funding streams applicable to this Sub-grant Agreement are identified in the budgets attached hereto as Exhibits A. Sub-Grantee must comply with the federal and state requirements of each funding stream identified in their budget when executing their duties and responsibilities under this Sub-grant Agreement.

2.31 Governor

The Chief Executive Officer of the State of Florida.

2.32 Individual Service Strategy (ISS)

An individual plan for a participant which includes an employment goal, achievement objectives, and the appropriate combination of services

determined during the individual's objective assessment. The ISS includes the training and employability development plans for a participant.

2.33 Individual Training Account (ITA)

An amount set aside to pay for an individual to be able to attend occupational skills training provided by an ETP.

2.34 Industry Based Training

Also referred to as customized training. It is training designed to meet the special requirements of an employer or a group of employers and is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and for which the employer pays a percentage of the cost of the training.

2.35 In School Youth

An individual who is in secondary school and is between the ages of 14 – 21 or in post-secondary school at the time of their application for WIOA services, who has not yet reached the age of 24, and who meets WIOA eligibility criteria.

2.36 Low Income Individual

An individual who:

- A. Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance; or
- B. Is in a family with total family income that does not exceed the higher of:
 - a. The poverty line; or
 - b. 70 percent of the lower living standard income level, or

- c. Is a homeless individual as per the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), or a homeless child or youth (as per the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2)); or
- d. For purposes of in-school youth programs receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.); or
- e. Is a foster child on behalf of whom State or local government payments are made; or
- f. Is an individual with a disability whose own income meets the income requirement of i or ii above, but who is a member of a family whose income does not meet this requirement.

2.37 Lower Living Standard Income Level

Is the income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget.

2.38 Occupational Training

Training defined by using the first three digits of the Dictionary of Occupational Titles (DOT) code or a five-digit code as defined by the OES.

2.39 Offender

An adult or juvenile who is or has been subject to any stage of the criminal justice process, or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

2.40 OJT

On-the-Job-Training. All OJT is subject to the CSBD policies governing OJT.

2.41 Out-of-School (OSY)

An individual eligible for WIOA services, who is 16 years of age or older who has not yet reached their 24th birthday and is not attending secondary or post-secondary school and has not attended secondary or post-secondary school for the semester immediately prior to their seeking

enrollment into WIOA as an OSY. Youth enrolled in an alternative education or GED program at the time of application for WIOA services are considered to be OSY. Youth enrolled in drop out recovery are considered to be in-school youth for purposes of WIOA.

2.42 Participant

An individual who has been determined eligible for receipt of the services to be provided under this Sub-grant Agreement.

2.43 Personal Responsibility and Work Opportunity Reconciliation Act

The Personal Responsibility and Work Opportunity Reconciliation Act shall be referred to as the PRWOR 42 U.S.C. 601 et seq. (PRWOR). In Florida, the PRWOR is enacted through the Workforce Innovation Act, Chapter 445 of the Florida Statutes and is referred to as the Welfare Transition Program or "WTP".

2.44 PELL Grant

Federal education grants targeted to assist low-income individuals. Entities, which are PELL eligible, must coordinate PELL assistance with WIOA funds. For OSY enrolled in training, PELL funds must be used before applying for WIOA assisted training.

2.45 Post-Secondary Institution

An institution as defined in the Higher Education Act of 1965.

2.46 Pre-Test and Post Test

Written evaluative instruments, which measure a participant's skill level at entry into and at completion of training.

2.47 Profit

An amount in excess of the cost necessary to operate a program. Profit is allowable under a cost reimbursement Sub-grant Agreement to the extent it is reasonable as determined during contract negotiations. It includes that amount which is associated with proprietary materials included in the cost of the program. Profit may be allocated among the cost categories. Profit may only be earned by private-for-profit organizations.

2.48 Program

The activities and services to be provided by Sub-Grantee under and pursuant to this Sub-grant Agreement.

2.49 Program Costs

Personnel and non-personnel costs related to the provision of services to participants under a WIOA funded contract. Costs include the salaries, fringe benefits, equipment, supplies, space, staff training, transportation and other related costs of personnel providing training, component supervisors, coordinators, clerical staff working on direct training activities or functions, instructional materials and equipment used by or for participants, classroom training space, utility costs, insurance, commercially available training packages, tuition, and OJT reimbursements.

2.50 Program Year

The program year is July 1 to June 30.

2.51 Program Income

Interest earned on any advances under this Sub-grant Agreement or income generated by a contract funded by WIOA as a result of the use or fees charged for the rental of real or personal property, or fees for services performed or conferences, or the sale of commodities or items developed with contract funds, or from the participants' activities under the contract except for OJT or revenue in excess of costs earned by organizations other than commercial organizations.

2.52 Retention

The period an individual remains in an unsubsidized job following job placement or in the case of a WIOA youth, the period the youth remains in a job, the military, post-secondary school or advanced training following exit from the program. The calculation for determining whether the retention period has been met is dictated by the performance measure calculation provided by the state or the federal agency with oversight over the funding stream under which the participant is being served.

2.53 Service Provider

This is the sub-recipient, sub-grant recipient, Sub-Grantee, provider or contractor.

2.54 Slot

A training or employment position, which one or several participants may occupy at different times within the same contract period.

2.55 Stand In Costs

Costs paid from non-federal sources, which may be used to stand in for a disallowed cost as a result of a monitoring or audit finding of a disallowed cost. To be considered stand-in costs must be reported as uncharged program costs and must have been allowable under the grant regulations for the program under which they are proposed to stand-in. They are subject to verification through audit. In order to use in kind costs to stand in for a disallowed cost, State of Florida and federal oversight agency approval must be obtained.

2.56 Sub-Grantee

Helping Advance and Nurture the Development of Youth, Inc. (HANDY, Inc.) formerly known as Helping Abused, Neglected and Disadvantaged Youth, Inc.

2.57 Support

Personnel and non-personnel costs for services such as transportation, childcare, dependent care, housing, and needs-related payments related to the provision of support services to participants necessary for the participant to take part in an activity funded under this Sub-grant Agreement. The various funding streams under which an individual may be served may limit support.

2.58 Tuition

Charges for education provided by an institution of higher education as defined by the Higher Education Act of 1965 Section 1201(a), or a proprietary institution of higher education, as defined by the Higher Education Act of 1965 Section 481(b), that are not more than the charges for such training made available to the general public.

2.59 The United States Department of Labor

Also referred to as DOL or USDOL.

2.60 The Workforce Innovation and Opportunity Act of 2014

Also referred to as WIOA, 29 U.S.C. Sec. 3101, et. seq. Public Law 113-128.

2.61 Work Activity Plan

A plan, which details when specific elements of performance will be achieved by the Sub-Grantee and/or attained by a participant during training. If required and attached as an Exhibit, the work activity plan is an integral part of the contract budget and non-compliance with negotiated time frames and performance levels may result in a determination of non-performance under an agreement.

2.62 Work Experience

A short term or part time work assignment in order to provide a participant with good work habits and basic work requirement skills. The Participant's ISS should identify the length of time which should be justified by the hours needed to provide the training. The work experience must be contextual to the training. For WIOA work experience may be at a for-profit or a private-not-for-profit or governmental entity site. For WTP, work experience is done through community service and may only be at a private-not-for-profit or governmental site.

END OF ARTICLE 2

ARTICLE 3

FISCAL MANAGEMENT

3.1 General Terms

3.1.1 Funding Independent from Consortium Members.

It is agreed that all funds made available to the Sub-Grantee are funds granted to CSBD from the State of Florida under WIOA or other state and federal grants and are not from funding sources of any member of the Council or BWDB.

3.1.2 Compliance with Federal and State Requirements.

- a. The Sub-Grantee agrees to implement this Sub-grant Agreement in accordance with the federal, state and local laws, regulations, policies, and procedures applicable to the funding streams identified in Sub-Grantee's budget. Sub-Grantee understands that nothing in this Sub-grant Agreement will relieve Sub-Grantee from adherence to applicable federal, state, and local laws and regulations. Any conflict or inconsistency between the above and this Sub-grant Agreement will be resolved in favor of those laws, regulations, policies, and procedures. Allowability and allocation of costs to the cost categories shall be governed by 2 CFR 200 et. seq., the federal regulations governing federal funding streams, FloridaCommerce, CSBD policies, and the budget attached to this Sub-grant Agreement as Exhibit A. Any conflict or inconsistency between the above and this Sub-grant Agreement will be resolved in favor of those laws, regulations, policies and procedures. This section shall be construed to allow for CSBD to impose restrictions more limiting than those required by said laws, regulations, policies and regulations.
- b. CSBD reserves the right to use Welfare Transition Program (WTP) grants to fund all or a part of the program and activities to be provided by Sub-Grantee under this sub-grant agreement based upon the availability of funds to CSBD and the allowable use of the funds for the purposes set forth in this Sub-grant Agreement. In the event some or all program activities to be provided under this Sub-grant Agreement are funded with WTP funds Sub-Grantee agrees to enter participant data into the State of Florida "OSST" system as well as in to the state EF system.

3.2 Compensation

3.2.1 Total Compensation

- a. The compensation awarded for the OSY program funded under this sub-grant agreement shall be One Hundred and Fifty Two Thousand Dollars and zero cents (\$152,000.00), for the period July 1, 2024 through June 30, 2025 in accordance with the budget attached hereto as Exhibit A.
- b. Any funds not expended for the period July 1 through June 30, of each program year during which this Sub-grant Agreement is in effect may not be used to support the programs funded under any amendment extending this Sub-grant Agreement for a successive program year.
- c. If Sub-Grantee is a commercial organization and has included profit as a part of a line-item budget, Sub-Grantee shall not be entitled to be paid for that line item until all goods and/or services under this Sub-Grant Agreement have been received. This clause is subject to any additional limitations contained in this Sub-Grant Agreement.

3.2.2 Payments Limited to the Program and Cost Reimbursement Budget

- a. Funds will be made available to Sub-Grantee on a cost reimbursement basis for allowable costs as defined by federal, state and local laws and guidelines and in accordance with the line-item budget limitations within each cost category of the budget attached hereto as Exhibit A.
- b. Funds awarded under this Sub-Grant Agreement or an amendment to this Sub-grant Agreement shall also be limited to:
 - i. The operation of the program described and in accordance with the terms and conditions set forth herein; and
 - ii. The period for performance as stipulated in the introductory clause of this Sub-grant Agreement or as it may be amended.
 - iii. The terms and conditions of this Sub-grant Agreement, including the supporting detail and positions approved in the budget attached to this Sub-grant Agreement as Exhibits A.

Line items not described in Exhibit A will not be subject to reimbursement, this includes but is not limited to the specific costs related to supplies, materials, printing, equipment, increases or changes to staffing, wages and/or fringe benefits, bonuses, incentive payments, or mileage in excess of the CSBD mileage reimbursement policy or as approved by CSBD.

3.3 Fiscal Controls

3.3.1 Maintenance of Fiscal Records in Accordance with GAAP

Sub-Grantee agrees to maintain their books and records in accordance with Generally Accepted Accounting Principles, (GAAP), and to institute fiscal controls as established by CSBD from time to time so as to be able to satisfactorily account for all monies spent in order to perform their obligations under this Sub-grant Agreement.

3.3.2 Segregation of Sub-grant Agreement Funds

Sub-Grantee shall keep program funds segregated from other funds belonging to Sub-Grantee's organization by maintaining separate bank accounts and/or separate ledgers.

3.3.3 Prohibition Against Advances

In no case shall Sub-Grantee be paid in advance of work performed or services rendered.

3.3.4 Sub-Grantee Responsible for Actions of Employees and Representatives

Sub-Grantee shall be responsible for the actions of its representatives, employees, and instructors with regard to all aspects of the Sub-Grantee's program including, but not limited to, program implementation, the certification and submission of time and attendance records, invoices, submission and verification of financial reports, and maintenance of records.

3.3.5 Access to Records Prior to Funding

Upon demand and/or within thirty (30) days prior to funding any program or service, Sub-Grantee shall allow CSBD to evaluate Sub-Grantee's fiscal and personnel systems in order to be assured

of Sub-Grantee's capability to manage the program or project funded by this Sub-grant Agreement or any amendment hereto.

3.3.6 Sub-Grantee Obligation Regarding Training and Support Funds

- a. To assure expenditure requirements are met for the various funding streams and that funds are not over obligated beyond what CSBD has available for each program year Sub-Grantee is responsible for obligating funds which shall be reimbursed or paid to a third party by CSBD. This includes but is not limited to participant support services, work experience wages, tuition payments, and similar types of costs.
- b. Sub-Grantee may be requested to provide CSBD with a weekly report regarding the detail of those obligations. The report shall be provided to the CSBD Sr. Vice President of Operations, in a format and containing information as required by CSBD. Failure to provide the report and resultant over obligations beyond funds budgeted by CSBD for these third-party services will become Sub-Grantee's responsibility for payment. Sums obligated by Sub-Grantee in excess of the amounts budgeted by CSBD will be deducted from invoices due Sub-Grantee and/or will have to be reimbursed to CSBD by Sub-Grantee should Sub-Grantee's invoices be insufficient to cover the expense.

3.4 De-obligation and Failure to Perform

3.4.1 De-obligation for Non-Performance

CSBD may de-obligate or redistribute the funds under this Sub-grant Agreement or any amendment hereto, to alternate Sub-Grantees to the extent that either the Sub-grant Agreement is fully or partially terminated, the Sub-Grantee is not able to perform effectively, or Sub-Grantee's total program costs will not be expended in accordance with the amount of funds awarded under this Sub-grant Agreement.

3.4.2 Funds Limited to the Sub-grant Agreement Program

Funds accrued or allocated to the Sub-Grantee under this Sub-grant Agreement or any amendment to this Sub-grant Agreement cannot be used by the Sub-Grantee to support other programs operated by the Sub-Grantee even under a different Sub-grant Agreement or amendment with CSBD.

3.4.3 Sub-grant Agreement Contingent Upon CSBD's Receipt of Funds

- a. This Sub-grant Agreement is subject to the appropriation of funds by the Florida Legislature. Florida Statutes, Section 287.0582.
- b. Sub-Grantee agrees and understands that funds allocated to the Sub-Grantee under this Sub-grant Agreement or any amendment or modification hereto are contingent upon CSBD's receipt of the federal grant funds under which this Sub-grant Agreement is funded. CSBD, therefore, reserves unto itself the right to unilaterally de-obligate, modify or amend Sub-Grantee's budget in proportion to CSBD's funding level and at the sole discretion of CSBD or if necessary, to suspend or terminate this Sub-grant Agreement or any amendment hereto instantaneously and as may be necessitated by CSBD's funding levels. Any de-obligation, modification or amendment of the funds allocated in the Sub-Grantee's Sub-Grant Agreement, or any amendment hereto, shall be effective upon notification to the Sub-Grantee by CSBD. CSBD shall provide Sub-Grantee thirty (30) days' notice or in the event CSBD receives less than thirty (30) days' notice CSBD shall provide such notice as CSBD receives from its funding sources. In such instances, costs will be reimbursed up to the date of cancellation only; thereafter, neither CSBD nor Sub-Grantee shall have any obligation to complete or otherwise continue the Program.
- c. Sub-Grantee's funding shall be subject to the de-obligation policy adopted by the State. To the extent that Sub-Grantee expenditure rates result in the de-obligation of funds allocated to CSBD by the State, this Sub-grant Agreement may be unilaterally amended to reduce the total funds available in proportion to the funds de-obligated.

3.4.4 Sub-Grantee Salaries

Sub-Grantee salary and bonuses paid with federal funds may not exceed Federal General Services Administration published Executive Level II salaries. The annual limits are published on the OPM.gov website (<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2024/executive-senior-level>) and USDOL Training and Employment Guidance Letter No. 5-06

3.5 Method of Payment

3.5.1 Invoicing.

- a. In order to receive payment Sub-Grantee shall submit an invoice to CSBD within fifteen (15) working days following the end of each month. Invoices are generally paid within thirty (30) days of receipt.
- b. Invoices submitted more than fifteen (15) days following the termination of the CSBD program year, which is June 30 of each year, will be honored at CSBD's discretion.
- c. The invoice shall be for allowable costs as described in Sub-Grantee's budget and as governed by the rules applicable to the funding streams and grants awarded to Sub-Grantee.
- d. The invoice must be accompanied by all documentation necessary to substantiate the expenses for which Sub-Grantee is seeking reimbursement.
- e. Invoices containing costs not supported by the proper documentation or items not detailed in Sub-Grantee's line-item budget shall be paid minus the expenditures lacking the documentation or not included with the submission of the invoice.
- f. Accuracy and timeliness of the invoices shall be a factor in recommendations made to the CSBD governing boards.

3.5.2 Invoice Errors

- a. Sub-Grantee shall be trained on the correct way to submit invoices for reimbursement of expenses. Following the training, Sub-Grantee will receive a written notice from CSBD for Sub-Grantee invoices which:
 - i. Contain mathematical errors, or
 - ii. Seek reimbursement for items not covered by the budget, or
 - iii. Are submitted late, or
 - iv. Are not accompanied by the appropriate supporting documentation.

- b. If after training and a written notice an invoice is submitted to CSBD with one of the faults described in paragraph a above sub-recipient's inability to provide correct invoices will be reported to the CSBD governing boards at the time that contract renewal is considered.

3.5.3 Reimbursement of Purchases

In the case of a request for reimbursement of costs incurred in the acquisition or leasing of capital and expendable equipment as approved by CSBD, Sub-Grantee shall be required to comply with Article 3, Section 3.7, Property Management, of this Sub-grant Agreement. All capital expenditures must be approved by CSBD in advance and shall be subject to the rules set forth in 2 CFR 200 as they apply to capital expenditures. Funds under this Sub-grant Agreement may not be used for the purchase in whole or in part of real property.

3.5.4 Required Documentation for Submission of Invoices

Sub-Grantee agrees to maintain and provide the following documentation to CSBD, along with Sub-Grantee's invoice for payment. Sub-Grantee understands that invoices submitted without the below described documentation will not be honored.

- a. For mileage reimbursement requests, Sub-Grantee shall use the CSBD mileage form or their own form which contains the same information. Mileage from home to work will not be reimbursed. Sub-Grantee is limited to the CSBD rate when reimbursing its staff for mileage.
- b. For staff payroll reimbursement requests, Sub-Grantees submit time sheets and payroll information. Sub-grant recipients who do not have certified payroll systems in which the payroll register is supported by time sheets must establish a sign-in system. Time sheets shall reflect time allocated across cost categories, contracts or other activities, whether paid for by CSBD or not.
- c. In general, Sub-Grantee must submit copies of the front and back of cancelled checks where applicable of a copy of the electronic payment to substantiate their expenditures in order to be reimbursed. For purchases, Sub-Grantee shall also submit

all procurement documentation, and a copy of the front and back of the cancelled check applicable to the procurement.

- d. For proprietary materials such as books and supplies, Sub-Grantee shall provide signed receipts from students acknowledging delivery of the materials for which CSBD is being charged, along with the front and back of cancelled checks where appropriate.
- e. For reimbursement of rental and utility charges, Sub-Grantee shall provide a copy of the lease and, as appropriate, a copy of the entire phone bill, utility bill, and/or rental Sub-grant Agreement along with the front and back of the cancelled check.
- f. Sub-Grantee may be requested to provide access to participant case notes, participant progress reports and competency tests.

3.5.5 Credits

- a. In the event Sub-Grantee requests a reimbursement for a security deposit on leased equipment or space or other good or service, which payment will be reimbursed to Sub-Grantee at a later date or makes a payment in advance for a good or service for which a credit is later due Sub-Grantee, or receives a credit or discount for an over payment or an aggregated volume purchase or any other discount or reduction in cost, Sub-Grantee shall report such credit, discount or return of payment or overpayment to CSBD and shall be responsible for returning the funds to CSBD.
- b. CSBD reserves the right to deduct such credits, discounts or return payments due or paid to Sub-Grantee, from any outstanding invoice under this Sub-grant Agreement or any Sub-grant Agreement in force between CSBD and the Sub-Grantee at the time of identification of the credit, returned payment, discount or other financial benefit made available to Sub-Grantee as a result of funds made available to Sub-Grantee under this Sub-grant Agreement. CSBD's right to such credits, discounts or return payments are in addition to any other rights or remedies accruing to CSBD under this Sub-grant Agreement and shall survive the termination of this Sub-grant Agreement.

3.5.6 Changes to the Budget

Any change to the budget requires a written request from Sub-Grantee, approval by CSBD and the execution of a Sub-Grant Amendment.

3.5.7 Release of Claims Upon Final Payment

The Sub-Grantee, upon final payment of amounts due under this Sub-grant Agreement, less any credits, refunds, or rebates due to CSBD, hereby releases and discharges CSBD from any financial claims arising from this Sub-grant Agreement.

3.6 Payment Adjustments/Suspensions

3.6.1 Reimbursement of Non-Budgeted and Unallowable Costs

CSBD shall not reimburse or pay any expenditures, costs, or payments for goods and/or services to Sub-Grantee which are found to be unallowable, or which are found to be inconsistent with the last approved budget; provided, however, that said budget may be revised for more efficient and effective use of monies available under the Sub-grant Agreement upon written request by the Sub-Grantee to CSBD and written approval thereof by CSBD in advance of the expenditure.

3.7 Property Management

3.7.1 Property Use Limited to the Program

- a. Property leased or purchased with grant funds, including personal or real property shall only be used in implementing the CSBD programs funded by this Sub-grant Agreement or any amendment hereto. Title to property purchased with funds made available through this Sub-grant Agreement shall vest with the State of Florida and/or CSBD and the property shall be returned to CSBD upon termination of this Sub-grant Agreement.
- b. Sub-Grantee shall not use contract funds to purchase a part or portion of personal property.
- c. In the event that Sub-Grantee enters into a lease for real property with funds under this Sub-grant Agreement:

- i. Sub-Grantee shall assure the lease contains a deobligation clause similar to that contained in this Sub-grant Agreement.
- ii. The lease shall not obligate CSBD.
- iii. If the lease is for a facility owned by Sub-Grantee, then lease payments shall be limited in amount in accordance with the 2 CFR 200.

3.7.2 Sub-Grantee Procurement Requirements

- a. Sub-Grantee agrees to adhere to the requirements set forth in 2 CFR 200.320 in the procurement of goods and services under this Sub-grant Agreement.
- b. Sub-Grantee shall secure CSBD's written approval for the purchase of items not included in Sub-Grantee's budget.
- c. Sub-Grantee shall avoid all conflicts of interest either real or perceived in the procurement of goods and services with contract funds and in the execution of their obligations under this Sub-Grant Agreement.

3.7.3 Sub-Grantee Use of Alternative Procurement System

If Sub-Grantee's purchasing and procurement system is more stringent than that required by 2 CFR 200.320 Sub-Grantee may utilize their procurement system.

3.7.4 Sub-Grantee's Failure to Produce Records

Sub-Grantee expressly agrees that it shall reimburse CSBD for any funds expended under this Sub-grant Agreement or amendment hereto when the Sub-Grantee does not nor cannot produce the documents required to demonstrate that the procurement requirements of this section have been followed or to support/substantiate that the goods and/or services procured and/or purchased have been received.

3.7.5 Inventory Tags

Upon receipt by CSBD of Sub-Grantee's invoice for the purchase of property with CSBD funds, CSBD shall provide Sub-Grantee with inventory tag numbers which tags shall be affixed to the property.

3.7.6 Insurance Coverage for Property

- a. Sub-Grantee shall provide insurance coverage for all property purchased with CSBD funds in the event of loss or damage and shall list CSBD as the named insured with regard to such property.
- b. Any loss, theft, or damage to CSBD/State property, along with the property's inventory tag number shall be reported to CSBD and the local police department as soon as possible following discovery of the loss, theft, or damage, but in any case, not later than thirty (30) days following the actual loss, theft, or damage.
- c. Any recovery made by Sub-Grantee following a report to Sub-Grantee's insurer of the loss, theft, or damage shall be reported to CSBD. CSBD will then inform Sub-Grantee as to whether or not it may use the funds to replace the property or whether the monies should be returned directly to CSBD.

3.7.7 Requirement to Provide a Physical Inventory

Thirty (30) days prior to the end of this Sub-grant Agreement, Sub-Grantee shall present CSBD with a physical inventory of all property located in or out of the CSBD, One-Stop Centers purchased with CSBD funds by Sub-Grantee or CSBD. The physical inventory shall contain a reference to the Sub-grant Agreement under which funds were allocated for the purchase along with the CSBD inventory tag number.

3.7.8 Requirement to Return Property

Within thirty (30) days of the termination of this Sub-grant Agreement or any amendment hereto under which the property was purchased, Sub-Grantee shall return all property purchased with funds under this Sub-grant Agreement or any amendment hereto to CSBD except where Sub-Grantee and CSBD agree in writing that Sub-Grantee may continue to utilize such property for another WIOA, WTP or other grant funded activity.

- a. Sub-Grantee shall inform CSBD in writing by entering a "Track-It" within twenty-four (24) hours of the termination or resignation of any personnel whose salary is in whole or in part paid for under this Sub-grant Agreement so that their access to the CSBD network can be terminated,

- b. Sub-Grantee shall ensure that any equipment issued which was purchased with funds provided by CSBD or any equipment placed on Sub-Grantee's site by CSBD is collected from a terminated employee prior to their departure.

3.8 Sub-grant Agreement Closeout

3.8.1 Sub-Grantee shall comply with all provisions of CSBD's Sub-grant Agreement Closeout Procedures.

3.8.2 Closeout of the program funded under this Sub-grant Agreement upon termination of this Sub-grant Agreement shall be performed in accordance with the terms and conditions of WIOA and state regulations and procedures. Except as expressly waived by CSBD, closeout shall be completed prior to final payment for services performed pursuant to this Sub-grant Agreement. Sub-Grantee shall provide CSBD such information and materials within such time periods as CSBD may require, necessary to complete closeout in accordance with applicable federal and state regulations and procedures.

3.9 Duplicate Funding

3.9.1 Prohibition Against Double Payments

Sub-Grantee costs or earnings claimed under this contract may not also be claimed under another contract or grant from another agency.

3.9.2 Multiple Funding Sources

Sub-Grantee shall utilize a cost allocation methodology which assures that CSBD is paying only its fair share of costs for services, overhead, and staffing not solely devoted to the program funded by this Sub-grant Agreement. The cost allocation plan and supportive documentation shall be included in the audit of Sub-Grantee's program.

END OF ARTICLE 3

ARTICLE 4

GENERAL CONDITIONS

4.1 Sub-Grantee's Request for Proposal Response

4.1.1 Adherence to the Terms and Conditions of the RFP

- a. Sub-Grantee understands and agrees to adhere to the commitments and requirements established under CSBD's formal Request for Proposal Process and the Request for Proposals Response document, incorporated by reference.
- b. To the extent that any terms or conditions conflict with the terms and conditions as stated in this Sub-grant Agreement the language of the Sub-grant Agreement shall control.

4.2 Political Activity

4.2.1 Application of the Hatch Act

None of the funds or services under this Sub-grant Agreement shall be used for any partisan political activity or to further the election or the defeat of any candidates for public office within the constraints of the Hatch Act (5 USC section 1501) or the Federal Election Campaign Act, as amended (2 USC section 431).

4.2.2 Partisan and Nonpartisan Activities

No participant or employee whose salary is funded in whole or in part by this Sub-grant Agreement may engage in partisan or nonpartisan political activities during the hours for which the participant or employee is paid with federal grant funds.

4.2.3 Prohibition Against Acting as a Spokesperson for CSBD

No participant or employee whose salary in whole or in part is paid for with funds made available under this Sub-grant Agreement, may at any time, engage in partisan political activities in which such participant or employee represents himself/herself as a spokesperson for CSBD or the program funded under this Sub-grant Agreement.

4.2.4 Placement of Participant or Employees in Offices of Elected Officials

No participant or employee whose salary is paid for in whole or in part with funds available under this Sub-grant Agreement shall be employed or out stationed in the office of a member of Congress or state or local legislator or on the staff of a legislative committee or in the office of any local elected official(s) of a state or a unit of local government without CSBD's express written approval.

4.2.5 Out Stationing to Offices of Elected Officials

No participant or employee whose salary is paid for in whole or in part with funds available under this Sub-grant Agreement may be employed or out stationed in positions involving political activities.

4.3 Religious Activity

4.3.1 Prohibition Against Religious Activity

There shall be no religious worship, instruction, or proselytizing as a part of or in connection with the performance of Sub-Grantee's obligations under this Sub-grant Agreement.

4.3.2 Prohibition of Use of Funds for Religious Activities

Sub-Grantee shall not use any funds appropriated under this Sub-grant Agreement or amendments hereto in support of any religious activity or in support of any anti-religious activity. Participants shall not be employed on the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or as a place of religious worship.

4.3.3 Compliance with the Jessica Lunsford Act

In accordance with Sub-Grantee and State of Florida, requirements CSBD agrees to comply with the Jessica Lunsford Act which consists of a level II background screening via fingerprinting of staff who will visit the program on school grounds when students are present. CSBD will comply with the requirements of the law at Florida Statute sec. 1012.465 and Section 1012.32 Florida Statutes.

4.4 Non-Discrimination

4.4.1 Compliance with Title VI of the Civil Rights Act

Sub-Grantee agrees to comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. 2000d et seq.) as amended, which prohibits discrimination on the basis of race, color and national origin. In implementation Sub-Grantee agrees to comply with Executive Order 11246 as amended by Executive Order 11375 as well as with section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended.

4.4.2 Compliance with Age Discrimination Laws

Sub-Grantee must comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), which protects individuals who are forty (40) years of age or older.

4.4.3 Compliance with the Rehabilitation Act

Sub-Grantee agrees to comply with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended which prohibits discrimination against qualified individuals with disabilities.

4.4.4 Compliance with Title IX of the Education Amendments of 1972

Sub-Grantee agrees to comply with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), as amended, which prohibits discrimination on the basis of sex in educational programs.

4.4.5 Compliance with the Americans with Disabilities Act

Sub-Grantee agrees to comply with applicable provisions of the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), in the course of providing services funded in whole or in part by this Sub-grant Agreement.

4.4.6 Compliance with WIOA Non-Discrimination Requirements

If Sub-Grantee is funded to provide WIOA services Sub-Grantee agrees to the requirements of WIOA Section 188 as follows:

a. Prohibition of Discrimination Regarding Participation, Benefits, and Employment.

No individual is excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any funded program or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

b. Prohibition of Discrimination on the Basis of Participant Status

No person may discriminate against an individual who is a participant in a program or activity that receives funds under this Sub-grant Agreement, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.

c. Prohibition on Discrimination Including Prohibition on Discrimination Against Certain Non-Citizens

Sub-Grantee agrees not to discriminate 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. Participation in WIOA programs and activities shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

d. Application of USDOL Non-Discrimination Requirements

Sub-Grantee shall comply with 29 CFR part 37, 41 CFR part 6 and all other regulations implementing non-discrimination laws applicable to WIOA funded programs.

e. Harassment Free Workplace

Sub-Grantee shall provide a harassment-free workplace and give any allegations of harassment priority attention and action by

management. The Sub-Grantee agrees to insert a similar provision in all subcontracts. Public Law 105-220, section 188.

4.4.7 Complaint Procedures

Sub-Grantee agrees to be governed by the complaint and compliance requirements as set forth in 29 CFR parts 31, 32 and 34 with respect to discrimination and equal opportunity requirements.

4.5 Grievances and Grievance Procedures

4.5.1 Sub-Grantee agrees to provide CSBD program participants access to the CSBD grievance procedures with respect to a non-criminal grievance or complaint arising in connection with WIOA programs operated by Sub-Grantee other than civil rights complaints. Sub-Grantee agrees to be bound by any decision arrived at as a result of taking part in the procedure. With respect to WIOA participants, the final resolution of the grievance must be within sixty (60) days of the filing of the formal grievance or complaint as per the WIOA Regulations.

4.5.2 Sub-Grantee agrees to comply with the grievance procedures applicable to Providers in the event of a grievance with respect to CSBD.

4.5.3 Whenever CSBD forwards or notifies Sub-Grantee of customer complaints about the workforce system received from the State or other external sources Sub-Grantee shall assist CSBD in investigating the complaint in a timely manner, and agrees to take appropriate action to resolve the complaint as shall be determined by CSBD.

4.5.4 Hearings regarding grievances in which a finding is made in Sub-Grantee's favor are subject to state and federal approval and Sub-grant Agreement. If the State and/or federal oversight entity does not agree with the finding, whether it is regarding a participant complaint or a questioned or disallowed cost as a result of a monitoring or audit finding, Sub-Grantee shall comply with the State or federal determination and in the event of a questioned or disallowed cost Sub-Grantee shall be liable to CSBD for repayment of the cost which has been questioned or disallowed.

4.6 Communications, Program Names, Signage, Publicity and Publication

- 4.6.1 Sub-Grantee may not undertake any publicity or publish for public consumption any results or information about its program or the participants without prior review by the CSBD President/ CEO. All radio and television announcements/advertisements and general newspaper articles and advertisements must be coordinated through CSBD's Executive Department, and must indicate that the program is funded by the BWDB, Inc., and the CSBD Council of Elected Officials through funds made available through the State of Florida and the applicable grant funding stream. This requirement includes all participant forms, announcements, manuals, handbooks and other informational materials produced by Sub-Grantee.
- 4.6.2 Any public outreach using marketing materials such as but not limited to brochures, flyers, articles, presentations, electronic communiqués, promoting a CSBD funded program must be coordinated with and approved by the CSBD President/CEO or their designee. All media outreach efforts regarding CSBD funded programs must be done in conjunction with and must be coordinated with and approved by the CSBD Vice President of Communications.
- 4.6.3 Communications, oral or written, between Sub-Grantee and CSBD and/or its governing boards shall be initiated through contact with the CSBD President/CEO prior to making any contact with the members of the CSBD governing boards.
- 4.6.4 In order to comply with the Steven's Amendment when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing the program funded in whole or in part by this sub-grant, Sub-Grantee shall include: 1) The percentage of the total costs and the dollar amount financed with funds under this Sub-grant and 2) The amount of non-federal contribution to the grant.

4.7 Sub-awards and Sub-contractors

4.7.1 Prohibition Against Assignment and Subcontracting

Sub-Grantee shall not assign, delegate, sub-grant, subcontract or in any way transfer any of its rights or responsibilities or any part of the work or services to be provided for under this Sub-grant Agreement without CSBD's prior written approval.

4.7.2 Subcontracts Must Be in Writing

Services approved for sub-granting or subcontracting shall be specified by a written Sub-grant Agreement and shall be subject to each provision of this Sub-grant Agreement. A copy of the subcontract shall be provided to CSBD upon request.

4.7.3 Subcontracts and Sub-awardee's Subject to Applicable Laws

All subcontracts shall be subject to the federal, state, and local laws and regulations governing the grant funds awarded to Sub-Grantee under this Sub-grant Agreement.

4.7.4 Subcontracts Subject to Procurement Requirements

Selection of subcontractor(s) is subject to the procurement requirements described in this Sub-grant Agreement.

4.7.5 Notice of Actions Involving Subcontractors

The Sub-Grantee shall give CSBD immediate notice in writing of any action or suit filed, or of any claim made against the Sub-Grantee by any subcontractor or vendor which in the opinion of the Sub-Grantee may result in litigation, related in any way to this Sub-grant Agreement or any amendment hereto.

4.8 Notice

4.8.1 Notice to CSBD

All notices required to be given to CSBD under this Sub-grant Agreement shall be sufficient when hand delivered or mailed or delivered by same-day courier, or on the third business day after mailing by registered or certified mail, postage prepaid, return receipt requested, or upon delivery when sent by prepaid overnight express delivery service (e.g., FedEx, UPS), to CSBD at its office at 2890 W. Cypress Creek Road, Ft. Lauderdale, FL 33309, addressed to the CSBD President/CEO with a copy to be forwarded to the Vice President of Operations.

4.8.2 Notice to Sub-Grantees

All notices required to be given to the Sub-Grantee under this Sub-grant Agreement shall be sufficient when hand delivered or mailed

or delivered by same-day courier, or on the third business day after mailing by registered or certified mail, postage prepaid, return receipt requested, or upon delivery when sent by prepaid overnight express delivery service (e.g., FedEx, UPS), to the Sub-Grantee at its office located as stated on page one (1) of this Sub-grant Agreement.

4.9 Assurances and Certifications

Sub-Grantee understands that CSBD is bound and must comply with the Assurances and Certifications appended hereto as Exhibit D.

4.10 Integration

4.10.1 Exhibits

The parties hereto agree and understand that the words and figures contained in the following list of documents are incorporated by reference, and are as fully a part of this Sub-grant Agreement as if such documents were set forth verbatim and at length herein.

- a. Exhibit A – The OSY Budget
- b. Exhibit B - Individual Nondisclosure Confidentiality Certification
- c. Exhibit C – State Data Sharing Sub-Grant Agreement (Non-Disclosure and Confidentiality Sub-grant Agreement)
- d. Exhibit D – Assurances
- e. Exhibit E - Debarment Form
- f. Exhibit F - Lobbying Form
- g. Exhibit G – Lobbying Certification Form
- h. Exhibit H – Drug Free Workplace Certificate
- i. Exhibit I – Certification Regarding Environmental Tobacco Smoke
- j. Exhibit J - The Request for Proposal and Sub-Grantee's Request for Proposal Response except as it has been modified by Article 7 the Work Statement including the Work Activity

Schedule submitted by Sub-Grantee with their proposal response.

- k. Exhibit K - WIOA, Public Law 105-220 (Aug. 7, 1998), WTP Public Law 104-193 (August 22, 1997), statutes and regulations applicable to the grant funding streams identified in Sub-Grantee's budget.
- l. Exhibit L - Child Labor Laws, as applicable. Exhibit L - Child Labor Laws (29 USC 203): Employment of Minors Between Fourteen (14) and Sixteen (16) Years of Age (Subpart C), Occupations Particularly Hazardous for the Employment of Minors Between Sixteen (16) and Eighteen (18) Years of Age or Detrimental to Their Health or Well-being (subpart E).
- m. Exhibit M - Immigration and naturalization service regulations for employers and employees **Public Law 107 -124 and 107-125**

4.10.1 Exhibit J is a public record and is in the possession of Sub-Grantee and CSBD, it is not attached to the Sub-grant Agreement and is maintained in the CSBD Offices. Exhibits K, L and M are public laws and are not attached to this Sub-grant Agreement.

4.10.2 A copy of all the above documents, other than the statutes and regulations, which are public documents, will be maintained on file at the CSBD offices. One (1) copy of the executed Sub-grant Agreement and Exhibits will be furnished to the Sub-Grantee by CSBD.

4.11 Vested Powers

All powers not explicitly vested in the Sub-Grantee by this Sub-grant Agreement will remain with CSBD.

4.12 Termination

4.12.1 This Sub-grant Agreement may be terminated as follows:

- a. CSBD or Sub-Grantee may request a termination for convenience upon thirty (30) days prior written notice to Sub-Grantee or such shorter period as may be mutually agreed to by the Sub-Grantee and CSBD. Sub-Grantee will be entitled to receive compensation for services performed in accordance with the conditions set forth herein through the date of

termination. However, CSBD shall not be liable for any expenses incurred by the Sub-Grantee after the effective date of termination of the Sub-grant Agreement or any amendment hereto.

- b. CSBD may immediately terminate this Sub-grant Agreement if either the federal government or the State of Florida fails to provide CSBD with the grant(s), under which this Sub-grant Agreement is funded.
- c. CSBD may terminate this Sub-grant Agreement at any time that the CSBD authorized representative, which shall be the President/CEO, determines that:
 - i. Sub-Grantee has failed to provide any of the services Sub-Grantee has contracted to provide; or
 - ii. Sub-Grantee has failed to comply with any of the provisions contained in this Sub-grant Agreement or any amendment hereto; or
 - iii. Sub-Grantee fails to perform in whole or in part under this Sub-grant Agreement or fails to make sufficient progress so as to endanger the performance of Sub-Grantee's obligations to provide the contracted for programs or services; or
 - iv. Sub-Grantee has failed to comply with the statutes or regulations applicable to the programs/services funded by this Sub-grant Agreement or any amendment hereto; or,
 - v. Sub-Grantee has failed to take corrective action as described in Article 4 section 4.12.2, or
 - vi. Sub-Grantee has taken an action, which in the opinion of the CSBD President/CEO, the CSBD monitors, auditors, the State, the BWDB, or the CSBD Council of Elected Officials, jeopardizes the program or the funds made available under this Sub-grant Agreement.
 - vii. Sub-Grantee has employed illegal aliens in violation of the Immigration and Nationality Act, 8 U.S.C. 1324(a).

4.12.2 Suspension and Termination

If CSBD elects to terminate this Sub-grant Agreement under the provisions set forth in Article 4, Section 4.12.1, above, CSBD may immediately suspend the Sub-grant Agreement and refuse any payments due the Sub-Grantee. The Sub-Grantee shall be notified in writing of CSBD's suspension and of CSBD's termination of the Sub-grant Agreement. If CSBD allows the Sub-Grantee a period of resolution to correct the problem, then Sub-Grantee shall have ten (10) working days in which to respond in writing with a corrective plan. Failure to respond with a corrective plan acceptable to CSBD shall result in a termination notice to Sub-Grantee effective from the time of the original suspension.

4.12.3 Suspension of Payments

CSBD may immediately suspend payment to Sub-Grantee at any time that the CSBD President/CEO has sufficient cause to seek termination of this Sub-grant Agreement as described in Article 4, Section 4.12. If CSBD grants the Sub-Grantee the opportunity to correct the problem, then suspension of payments shall remain in effect until CSBD determines the problem has been resolved and the program continues, or until CSBD terminates the program, at which time no payments would be made after the date of the original suspension.

4.12.4 Payments Due Sub-Grantee in the Event of a Termination

In the event of a termination, the Sub-Grantee shall be paid for services rendered up to the date of termination as described above, however, from the amount due there shall be deducted:

- a. All advances or other payments on account made to the Sub-Grantee which are applicable to the terminated portion of this Sub-grant Agreement; and
- b. Any credits, discounts or overpayments as described in Article 3 above; and
- c. Any claim which CSBD may have against the Sub-Grantee in connection with this contract or any other prior Sub-grant Agreement; and

- d. The agreed-for-price for, or the proceeds of the sale of, any materials, supplies or other things acquired by the Sub-Grantee or sold pursuant to the provisions of this clause and not otherwise recovered by or credited to CSBD; and
- e. Any outstanding questioned or disallowed costs attributable to the Sub-Grantee arising out of an investigation, monitoring report or audit of this Sub-grant Agreement or any other Sub-grant Agreement Sub-Grantee had with CSBD; and
- f. Any unallowable costs; and
- g. If a termination under this Sub-grant Agreement is partial, prior to the settlement of the terminated portion of this Sub-grant Agreement, the Sub-Grantee may file a request in writing with CSBD for an equitable adjustment of the price or prices specified in the Sub-grant Agreement relating to the continued portion of the contract.

4.12.5 Sub-Grantee Liability

In the event of a termination for cause, Sub-Grantee shall be liable to CSBD for damages sustained by CSBD by virtue of any breach of the Sub-grant Agreement by the Sub-Grantee including court costs and reasonable attorney's fees.

4.13 Maintenance of Effort

4.13.1 Sub-Grantee Assurance Labor Conditions

To assure maintenance of effort the program funded by this Sub-grant Agreement:

- a. Shall result in an increase in workforce opportunities over those, which would otherwise be available.
- b. Shall not result in the displacement of currently employed workers by either a participant or an individual employed to carry out the obligations under this Sub-grant Agreement, including partial displacement such as a reduction in the hours of non-overtime work, wages or employment benefits.
- c. Shall not impair current contracts for services or collective bargaining Sub-grant Agreements or result in the substitution of federal funds made available by this Sub-grant Agreement to

subsidize work that would otherwise be performed by the Sub-Grantee.

- d. Shall not create a job in a promotional line for either a participant or an individual employed to carry out the obligations under this Sub-grant Agreement, which will infringe in any way upon the promotional opportunities of a currently employed individual.
- e. When Sub-Grantee anticipates a situation, such as that described in Article 4, Section 4.13 above, Sub-Grantee shall immediately notify CSBD and await instruction prior to expending any funds as contracted for in connection with the operation of its program.

4.13.2 Participant Placement

No participant shall be employed or job opening filled with an individual whose salary is funded by this Sub-grant Agreement:

- a. When any other individual is on lay-off from the same or any substantially equivalent job; or
- b. When the employer/Sub-Grantee has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created by hiring a participant or employee whose wages are subsidized by federal grant funds or paid for with federal grant funds.

4.13.3 Relocation

Sub-Grantee shall not use any of the funds under this Sub-grant Agreement to encourage, or induce the relocation of an establishment. Sub-Grantee shall not enter into any Sub-grant Agreement or relationship with a relocated establishment for the conduct of customized or skill training, on the job training, or company specific assessments of job applicants for a period of one hundred and twenty (120) days after the establishment has opened its doors for business with the general public. Establishments include successors in interest. Violations of this section shall result in double damages to be repaid to CSBD.

4.14 Nepotism

4.14.1 Prohibition in Employment

Sub-Grantee may not hire a person in an administrative capacity, staff position, or on-the-job training position funded through a federal grant if a member of that person's immediate family is employed in an administrative capacity for CSBD or the Sub-Grantee. Sub-Grantee shall make full disclosure regarding any procurements which are not arm's length including small business purchases, and may not enter into any Sub-grant Agreements or make purchases without CSBD's approval where a conflict of interest, or the appearance of a conflict of interest exists or the purchase is not arm's length and involves a family member as described herein, or a business partner or related company.

4.14.2 Applicability of Stricter Standards

Where the Sub-Grantee's nepotism guidelines or state or local guidelines are more stringent than the above requirement, those guidelines shall be followed instead.

4.14.3 Individual Recommendations

No individual whose salary is funded in whole or in part under this Sub-grant Agreement, or who is responsible for carrying out the obligations under this Sub-grant Agreement shall appoint, employ, advance, or advocate for the appointment, employment, promotion, or advancement, a member of that individual's immediate family, to a position with the Sub-Grantee's organization.

4.14.4 Procurement of Goods and Services

Neither Sub-Grantee nor any individual whose salary is funded in whole or in part under this Sub-grant Agreement, or who is responsible for carrying out the obligations under this Sub-grant Agreement for the Sub-Grantee, shall enter into a contract, and/or purchase goods, and/or services with funds made available under this Sub-grant Agreement from:

- A. A member of that individual's immediate family.
- B. A member of Sub-Grantee's staff or their immediate family or

C. From a Consultant or Subcontractor unless the item was separately procured and CSBD approved the purchase after full disclosure, or

D. From a related company or affiliate of any of the individuals or entities identified herein.

4.14.5 Definition of Immediate Family Member

Immediate family member for purposes of this section shall mean a wife, husband, son, daughter, son-in-law, daughter-in-law, sister, brother, sister-in-law, brother-in-law, mother, father, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-parent, step-child, grandparent, grandchild, half-brother, half-sister and first cousin.

4.15 Application of the Davis Bacon Act to Programs Operated Under this Sub-grant Agreement

4.15.1 Davis Bacon Wages

Sub-Grantee agrees to apply Davis Bacon wage rates to projects funded under this Sub-grant Agreement which involve construction, alteration or repair including painting and decorating of buildings, projects, and works which are not ordinarily done by Sub-Grantee's regular work force.

4.15.2 Copeland Anti-Kickback Act

Sub-Grantee shall comply with the requirements of the Copeland Anti-Kickback Act 40 U.S.C. § 276c (1995)/18 U.S.C. 874 and the regulations promulgated thereunder 29 CFR § 3 (1995)/29 CFR § 5 (1995).

4.16 Prohibition Against Unallowable and Criminal Activities

4.16.1 Unallowable, Fraudulent and Criminal Activities

- i. Sub-Grantee shall not enroll ineligible individuals, embezzle, willfully misapply, steal or obtain by fraud any moneys, funds, assets or property which are the subject of this Sub-grant Agreement or amendments hereto. If Sub-Grantee violates this provision, Sub-Grantee shall be required to refund all monies and shall be subject to the sanctions of the applicable grant legislation and to the criminal provisions of Title 18 of the United States Code Section 665. The Sub-Grantee shall also be subject to the immediate suspension of payments by CSBD

under this Sub-grant Agreement and amendments hereto and immediate termination by CSBD of this Sub-grant Agreement and any amendments hereto.

- ii. Sub-Grantee shall comply with 2 CFR 200.113 and promptly make a written disclosure to CSBD whenever it has “credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations” or a violation of the civil False Claims Act.

4.16.2 Reporting of Waste, Fraud and Abuse

Sub-Grantee may not require employees or contractors seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting their employees or contractors from reporting such waste, fraud, or abuse. P.L. 115-141, Division E, Title VII, Section 743.

4.16.3 Prohibition Against Solicitations and Gratuities

Sub-Grantee agrees and understands that no officer or employee of the Sub-Grantee shall tender, or solicit gratuities, favors or anything of monetary value from any actual or potential sub-contractor or employer or from any staff person or elected official connected with CSBD.

4.16.4 Prohibition on Contracting with Corporations with Felony Criminal Convictions

Sub-Grantee certifies that neither they nor any of their officers or directors have been convicted of a felony criminal violation under any Federal law within the preceding 24 months and agrees that they will not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months. P.L. 115-141, Division E, Title VII, Section 746.

4.16.5 Prohibition on Contracting with Corporations with Unpaid Tax Liability

Sub-Grantee certifies that they have no unpaid Federal tax liability and that they will not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to,

or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability. P.L. 115-141, Division E, Title VII, Section 745.

4.16.6 Prohibition Against the Payment of Fees

Sub-Grantee agrees and understands that no funds provided for by this Sub-grant Agreement or amendments hereto shall be used for the payment of a fee charged to an individual for the placement or referral of that individual to a training program funded under WIOA.

4.16.7 Requirement for Blocking Pornography Pursuant to P.L. 115-141, Division H, Title V, Section 521, no Federal funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

4.16.8 Prohibition Against Lobbying

Sub-Grantee shall not use any funds appropriated under this Sub-grant Agreement or amendments hereto for lobbying federal, state, or local legislators in accordance with the Byrd Anti-Lobbying Amendment 31 U.S.C. 1352

4.16.9 Prohibition on Providing Federal Funds to ACORN

Sub-Grantee may not provide sub-grant funds to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations or successors. P.L. 115-141, Division H, Title V, Section 522.

4.16.10 Prohibition on Trafficking in Persons

During the time this sub-grant is in effect Subrecipient and subrecipients' employees may not (A) Engage in trafficking in persons (B) Procure a commercial sex act or (C) Use forced labor in the performance of this subaward under the award and shall be in compliance with 22 U.S.C. 7102 et seq.

4.17 Child Labor Laws and the Pro Children Act

- a. Sub-Grantee shall comply with all applicable federal, state and local child labor laws in carrying out the terms and conditions of this Sub-grant Agreement or amendments hereto.

b. Sub-Grantee agrees to comply with the Pro-Children Act 20 U.S.C. 6083.

c. Prohibition on Procuring Goods Obtained Through Child Labor

Sub-Grantee agrees not to expend funds for the procurement of goods mined, produced, manufactured, or harvested or services rendered, in whole or in part, by forced or indentured child labor in industries and host countries identified by the DOL prior to December 18, 2015. DOL listed at: <http://www.dol.gov/ilab/reports/child-labor/list-of-products/index-country.htm>. P.L. 115-141, Division H, Title I, Section 103.

4.18 Collective Bargaining Sub-Grant Agreements

4.18.1 Application of Collective Bargaining Sub-Grant Agreements

Sub-Grantee agrees and understands that it must comply with and shall not violate the terms and conditions of any collective bargaining Sub-grant Agreement in effect during the course of this Sub-Grant Agreement.

4.18.2 Activities Inconsistent with Collective Bargaining Sub-Grant Agreements

If the program funded under this Sub-grant Agreement would be inconsistent with the terms of a collective bargaining agreement, then Sub-Grantee shall seek the written concurrence of both the labor organization and the employer concerned prior to operating such programs. Failure to receive a response to a written request may be deemed concurrence.

4.19 Unions

4.19.1 Use of Funds

Sub-Grantee shall not use any funds appropriated under this Sub-grant Agreement or amendments hereto to assist, promote, or deter union organizing.

4.19.2 Placement During a Work Stoppage

No participant may be placed into, or remain working in any position which is affected by labor disputes involving a work stoppage. Sub-Grantee shall make every effort to relocate

participants who wish to remain working, into suitable positions unaffected by the work stoppage.

4.19.3 Union Membership

Sub-Grantee shall not require any participant in a position funded by this Sub-grant Agreement to join a union in order to receive institutional training unless the participant is subject to a collective bargaining Sub-grant Agreement containing a union security provision.

4.20 Working Conditions

4.20.1 Appropriate Conditions

Sub-Grantee agrees that conditions of employment and/or training will be appropriate and reasonable with regard to the type of work, the geographical region and the proficiency of the participants.

4.20.2 Hazardous and Dangerous Conditions

Sub-Grantee shall not place participants at work or training sites which are or could reasonably be expected to be hazardous, dangerous, unsafe or unsanitary. Participants assigned to work in inherently dangerous occupations shall be assigned to work in accordance with reasonable safety practices.

4.20.3 Benefits and Working Conditions

Participants shall be accorded the same benefits and working conditions accorded other employees working a similar length of time and doing similar types of work.

4.20.4 Health and Safety Standards

Health and Safety Standards established by state and federal laws applicable to working conditions of employees shall be equally applicable to participants. At a minimum contractor shall comply with the Work Hours and Safety Standards Act, 40 U.S.C. 327 et al and 29 CFR part 5.

4.20.5 Fair Labor Standards

Sub-Grantee shall adhere to the Fair Labor Standards Act with respect to hours of work and working conditions as appropriate and to the Fair Labor Standards Act Amendment for Major Disasters. P.L. 115-141, Division H, Title I, Section 109

4.20.6 Contributions to Retirement Systems

No funds available under this Sub-grant Agreement may be used for contributions on behalf of any participant to a retirement system or plan.

4.21 Program Income

4.21.1 Program Income Must be Returned to CSBD

All income as defined in Article 2, Section 2.50, realized in operating a program provided for under this Sub-grant Agreement or any amendment hereto shall be reported to and returned to CSBD at the end of each quarter during which the income was realized and, in any event, shall be reported and returned to CSBD upon termination of this Sub-grant Agreement. Program income does not include income from royalties and license fees for copyrighted material, patent, patent applications, trademarks, and inventions.

4.21.2 Audits Must Contain a Program Income Schedule

Sub-Grantee agrees to include in their audits a schedule prepared by their auditor detailing program income realized under this contract.

4.21.3 Continuation of Program Income Revenues

Rental income and user fees on real and personal property acquired with contract funds shall continue to be program income upon termination of this Sub-grant Agreement. Sub-Grantee shall make provision for accounting for such funds and returning the income to CSBD.

4.21.4 Sub-Grantee Use of Program Income

In the event that Sub-Grantee wishes to use program income to further or enhance activities funded by this Sub-grant Agreement Sub-Grantee may request such permission in writing from the CSBD President/CEO who shall consider such request and reply in writing either approving or denying the request. There shall be no appeal of the President/CEO's decision. Program income may only be used for allowable activities and costs. In the event that the use of program income is approved it shall be added to contractor's budget in accordance with the amendment provisions under this Sub-grant Agreement.

4.22 Insurance and Bonding

4.22.1 Sub-Grantee agrees to maintain the insurance required by this Sub-Grant Agreement in full force and effect throughout the term of this Sub-Grant Agreement and during any renewal or extension term of the Sub-Grant Agreement. The insurance shall be of such types and in accordance with the terms and limits noted below. Providing proof of and maintaining adequate insurance coverage are material obligations of the Sub-Grantee.

4.22.2 Sub-Grantee will provide CSBD Certificates of Insurance, evidencing the required coverage prior to Sub-Grant Agreement start including all endorsements required herein and shall keep such certificates current during the entire term of this Sub-Grant Agreement. If Sub-Grantee fails to maintain insurance as specified in this Sub-Grant Agreement, CSBD may terminate this Sub-Grant Agreement upon seven (7) days' written notice. The certificates of insurance shall:

- a. Provide that the Insurance shall not be changed, canceled, limited in scope of coverage or non-renewed until after thirty (30) days written notice has been given to CSBD. If a thirty (30) day notice of cancellation endorsement is not received, the cancellation clause must include language as follows:

SHOULD ANY OF THE ABOVE-DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED.

- b. Such notification will be in writing by registered mail, return receipt requested, and addressed to the certificate holder.
- c. If the Sub-Grant Agreement term goes beyond the expiration date of the insurance policy, Sub-Grantee shall provide CSBD with an updated Certificate of Insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. CSBD reserves the right to suspend the Sub-Grant Agreement until this requirement is met.

4.22.3 Any costs for adding CSBD as an additional insured may be reimbursed by CSBD and shall be included in the Sub-Grantee's budget

4.22.4 The Certificate of Insurance shall indicate whether coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the Certificate of Insurance must show a retroactive date, which shall be the effective date of the initial Sub-Grant Agreement date or prior.

- a. The certificate shall contain the title of the insurance contract and contract number.
- b. The Certificate Holder should read as follows: CareerSource Broward, 2890 W Cypress Creek Road, Fort Lauderdale, FL 33309

4.22.5 The Sub-Grantee's insurance coverage shall be primary insurance for all applicable policies. The limits of coverage under each policy maintained by the Sub-Grantee shall not be interpreted as limiting the Sub-Grantee's liability and obligations under this Sub-Grant Agreement. The policy or policies of insurance required by this Sub-Grant Agreement must be issued by insurers: (1) assigned an A. M. Best rating of at least "A-" with a Financial Size Category of at least Class VII; (2) authorized to transact insurance in the State of Florida; or (3) a qualified eligible surplus lines insurer pursuant to Section 626.917 or 626.918, Florida Statutes, with approval by CSBD. Coverage will be on the most current form of the relevant policy. The policy or policies of insurance maintained by the Sub-Grantee shall provide the minimum limits and coverage as applicable to this project as set forth herein.

4.22.6 Deductible of Self Insurance Retention

- a. Sub-Grantee has the sole responsibility for the payment of all insurance premiums and shall be fully and solely responsible for any costs or expenses as a result of a coverage deductible, co-insurance penalty, or self-insured retention; including any loss not covered because of the operation of such deductible, co-insurance penalty, self-insured retention, or coverage exclusion or limitation.
- b. All insurance policies required by this Sub-Grant Agreement shall declare any deductible or self-insured retention (SIR) in an amount in excess of \$25,000, which deductible shall be subject to approval by CSBD. Sub-Grantee shall be solely responsible for reimbursement of any deductible to the insurer

4.22.7 If the Sub-Grantee's primary insurance policy/policies do not meet the minimum requirements, as set forth in this Sub-Grant Agreement, the Sub-Grantee may provide evidence of an Umbrella/Excess insurance policy to comply with this requirement.

4.22.8 Any exclusion or provision in the insurance maintained by the Sub-Grantee that excludes coverage for work contemplated in this Sub-Grant Agreement shall be unacceptable and shall be considered breach of contract.

4.22.9 Sub-Grantee shall provide notice of any and all claims, accidents, and any other occurrences associated with this Sub-Grant Agreement to Sub-Grantee's insurance company and to the CSBD VP of Operations and the CSBD VP of Human Resources as soon as practical.

4.22.10 It is the Sub-Grantee's responsibility to ensure that any and all of Sub-Grantee's independent contractors and subcontractors comply with these insurance requirements. All coverages for independent contractors and subcontractors shall be subject to all of the applicable requirements stated herein. Any and all deficiencies are the responsibility of the Sub-Grantee.

4.22.11 CSBD shall retain the right at any time to review the coverage, form and amount of the insurance required hereby (as described above). If, in the opinion of CSBD, the insurance provisions in this Sub-Grant Agreement do not provide adequate protection for CSBD, CSBD may, by providing Sub-Grantee at least sixty (60)

days written notice, require Sub-Grantee to obtain insurance sufficient in coverage, form and amount to provide adequate protection. CSBD requirements shall be reasonable and shall be designed to assure protection from and against the kind and extent of risks which actually exist at the time a change in insurance is required. In event CSBD should change its insurance requirements as provided in this paragraph and Sub-Grantee shall secure different or additional insurance, the additional cost directly associated with meeting CSBD's new insurance requirements, if any, shall be charged to and paid by CSBD.

4.22.12 The Sub-Grantee shall maintain during the term of this Sub-Grant Agreement, the insurance and bonding specified below. This is in addition to the theft coverage required in Article 3.

a. Third Party Liability

COMMERCIAL/THIRD PARTY GENERAL LIABILITY insurance shall be maintained for the life of the contract. This policy shall provide coverage for death, bodily injury, personal injury, and property damage that could arise directly or indirectly from the performance of the Sub-Grant Agreement. It must be an occurrence form policy. CSBD and its governing boards, the CSBD Council of Elected Officials and the Broward Workforce Development Board, Inc., their officers, directors, agents, servants, employees and volunteers shall be covered and named as an additional insured on the certificate for commercial general liability insurance with a CG 20 26 04 13 Additional Insured – Designated Person or Organization Endorsement or similar endorsement providing equal or broader Additional Insured Coverage with respect to liability arising out of activities performed by or on behalf of the Sub-Grantee. The minimum limits of coverage shall be \$1,000,000 per occurrence and \$2,000,000 in the aggregate, for Bodily Injury Liability, Property Damage Liability and Personal injury. The policy must include coverage for Contractual Liability and Independent Sub-Grantees. The coverage shall contain no special limitation on the scope of protection afforded to CSBD, or the CSBD governing boards or their officers, directors, employees, and volunteers.

b. Fidelity Bond

Coverage in an amount not less than \$1,000,000 per loss for dishonest acts of the Sub-Grantee's employees, including but not limited to theft of money, personal property, vehicles, materials, supplies, equipment, tools, etc. Third-party coverage must be included under the policy.

Sub-Grantee shall secure insurance through a surety bond to provide coverage for an amount equal to three months of the payroll, fee and cost of benefits awarded under this contract.

In the event that Sub-Grantee has several contracts with CSBD, the insurance policy shall cover an amount equal to three months of total costs across all contracts to include the payroll for the period, taxes and insurance, Sub-Grantee's fee and cost of benefits awarded. The policy shall name CSBD, the CSBD governing boards, the CSBD officers, directors and those employees in positions allowing for access to or control of funds to be paid to Sub-Grantee under this Sub-Grant Agreement. The Sub-Grantee agrees to reimburse CSBD for any loss incurred by CSBD under this Sub-Grant Agreement. Sub-Grantee shall be liable for any sums not covered and/or paid by their insurer.

c. Workers Compensation.

Coverage must be afforded per Federal and State of Florida, Chapter 440, Florida Statutes with minimum statutory limits or elective exemptions as defined in Section 440, Florida Statutes. Any person or entity performing work for or on behalf of CSBD must provide Workers' Compensation insurance. The Contractor waives, and the Contractor shall ensure that the Contractor's insurance carrier waives, all subrogation rights against CSBD and the CSBD governing boards, their officers, directors, employees, and volunteers for all losses or damages. The Workers Compensation Policy must include Employers' Liability with minimum limits of \$100,000 for each accident. CSBD requires the policy to be endorsed with WC 00 03 13 Waiver of our Right to Recover from others or equivalent.

Participants on a work experience assignment subsidized with WIOA funds under this Sub-grant Agreement are covered for

work related injuries by the State of Florida and in the event of an injury Sub-Grantee shall coordinate with the CSBD VP of Human Resources to coordinate coverage.

d. Non-Owner Coverage

Business Automobile Liability insurance for all Owned, Hired, Scheduled, and Non-Owned vehicles coverage for Bodily Injury and Property Damage in an amount not less than \$1,000,000 combined single limit each accident. CSBD, the CSBD governing boards, their officers, directors, employees, and volunteers shall be named as additional insureds on the certificate of insurance. If Sub-Grantee does not own vehicles, Sub-Grantee shall have the option to maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of an endorsement to the Commercial General Liability policy or through a separate Business Auto Liability policy. The insurance must be an occurrence form policy.

Directors and Officers, Employment Practice Liability and Errors and Omission Coverage

Non-governmental Sub-Grantees shall maintain Directors and Officers Liability Insurance, which shall include Employment Practice Liability and Errors and Omission Coverage. Errors and Omission Coverage may not be paid for with WIOA funds, Coverage shall be in the amount of at least one million dollars (\$1,000,000.00) and shall name CSBD Employment Solutions as an additional insured as required herein.

4.23 Independent Sub-Grantee

The Sub-Grantee understands and agrees that it is an independent contractor and no provision of this Sub-grant Agreement shall be construed as creating an agency or employment relationship between CSBD and Sub-Grantee or Sub-Grantee's employees.

4.24 Indemnification Applicable to State Agencies and Governmental Entities

If Sub-Grantee is a state agency as defined in Chapter 768.28, Florida Statutes, Sub-Grantee agrees to be fully responsible for acts and omissions of its agents or employees to the extent permitted by law. Nothing herein is intended to serve, as a waiver of sovereign immunity as applicable. Nothing herein shall be construed as consent by Sub-Grantee as a political subdivision of the State of Florida to be sued by third parties

in any matter arising out of this or any other contract, this Sub-grant Agreement or any part thereof. The provisions of this section shall survive the expiration or earlier termination of this Sub-grant Agreement. To the extent considered necessary by CSBD any sums due Sub-Grantee under this Sub-grant Agreement may be retained by CSBD until all of CSBD's claims for indemnification pursuant to this Sub-grant Agreement have been settled or otherwise resolved; and any amount withheld shall not be subject to interest payments on the part of CSBD.

4.25 Conflict of Interest

4.25.1 Sub-Grant Agreement warrants that they did not solicit, pay, or offer some other form of consideration to any BWDB or CSBD Council Member, CSBD staff person, or other elected official or public officer in order to obtain this contract award.

4.25.2 Sub-Grantee assures that it is in compliance with the WIOA and other federal and state applicable conflict of interest restrictions.

4.25.3 Sub-Grantee agrees to abide by CSBD's Code of Conduct or with its own organizational Code of Conduct so long as it meets the minimum standard set forth in 2 CFR 200.

4.25.4 Neither Sub-Grantee nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with Sub-Grantee's loyal and conscientious exercise of judgment related to performance under this Sub-Grant Agreement.

4.25.5 Sub-Grantee agrees that none of its officers or employees shall during the term of this Sub-Grant Agreement serve as an expert witness against CSBD, the CSBD Council of Elected Officials, or the BWDB, in any legal or administrative proceeding in which he or she is not a party unless compelled by court process, nor shall such persons give sworn testimony or issue a report or writing as an expression of his or her expert opinion which is adverse or prejudicial to the interests of CSBD or the BWDB or in connection with any such pending or threatened legal or administrative proceeding. The limitations of this section shall not preclude such persons from representing themselves in any action or in any administrative or legal proceeding.

4.25.6 In the event Sub-Grantee is given written authorization from CSBD to utilize subcontractors to perform any services required by this Sub-Grant Agreement Sub-Grantee agrees to prohibit such

subcontractors by written contract, from having any conflicts as within the meaning of this section.

4.26 Applicability of Governing Laws

This Sub-Grant Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for litigation arising out of or concerning this Sub-Grant Agreement shall be in Broward County, Florida.

In addition to other indemnification and assumption of liability agreed to herein, Sub-Grantee shall be responsible for the cost of legal defense awards, damages, penalties and/or fines for claims brought against Sub-Grantee and also naming CSBD for acts of commission and/or omissions on the part of the Sub-Grantee in relation to employees, consultants, agents or persons providing goods and/or services under this Sub-grant Agreement. Sub-Grantee may secure Directors and Officers Liability Insurance for coverage of such contingencies. Costs attributable to such coverage may be paid for with funds provided under this Sub-grant Agreement so long as it they are budgeted for within the line items of the budget attached as Exhibit A.

4.27 Sub-Grant Agreements in Excess of \$100,000.00

To the extent this contract is funded in excess of one hundred thousand dollars (\$100,000.00) of federal grant funds Sub-Grantee shall comply with all applicable standards, orders, or regulations issued under section 306 of the Clean Air Act, as amended (42 USC 1857(h) et seq.), section 508 of the Clean Water Act, as amended (33 USC 1368 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40CFR Part 15), and the Energy Policy and Conservation Act of 1988 as amended. (Pub. L. 94-163, 89 Stat. 871) [53 FR 8079, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19645, Apr. 19, 1995].

4.28 Representation Regarding Quality

4.28.1 Sub-Grantee represents that all person delivering the services required by this Sub-grant Agreement have the knowledge and skills, either by training, experience, education, or a combination thereof to adequately and competently perform the duties, obligations, and services set forth in this Sub-grant Agreement and to provide and perform such services to CSBD's satisfaction for the agreed compensation.

4.28.2 Sub-Grantee shall make every effort to exercise economic reasonableness in all expenditures involved in the delivery of services under this Sub-grant Agreement.

4.28.3 Sub-Grantee shall perform its duties, obligations, and services under this Sub-grant Agreement in a skillful, respectable and cost-conscious manner. The quality of Sub-Grantee's performance and all interim and final product(s) provided to or on behalf of CSBD shall be comparable to the best local, state and national services.

4.29 Transportation Requirement

If participants are to be transported and Sub-Grantee is receiving WTP funds Sub-Grantee shall comply with the provisions of F.S. 427 and Rule Chapter 41-2 FAC.

4.30 Health Insurance Requirements

4.30.1 Except for exemptions identified in the statute or regulations federal funds may not be used to enter into or renew a contract for health insurance coverage which includes a provision for drug coverage unless the contract includes a provision for contraceptive coverage. P.L. 115-141, Division E, Title VII, Section 726.

4.30.2 Health coverage must comply with the restriction on abortions Pursuant to P.L. 115-141, Division H, Title V, Sections 506 and 507.

4.31 E-Verify

4.31.1 Sub-Grantee agrees to comply with Florida Statutes 448.095 and shall:

- a. Use the E-Verify system to verify the work authorization status of all newly hired employees, contractors and subcontractors,
- b. Not employ, contract with, or subcontract with an unauthorized alien
- c. Obtain affidavits from its applicable subcontractors swearing and affirming that such subcontractor does not employ,

contract with, or subcontract with an unauthorized alien, and shall maintain a copy of any such subcontractor affidavits.

4.32 Prohibition on certain telecommuting and video surveillance services or equipment 2 CFR 200.216

4.32.1 Recipients and sub recipients are prohibited from obligating or expending loan or grant funds to:

- a. Procure or obtain
- b. Extend or renew a contract to procure or obtain; or
- c. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - i. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - ii. Telecommunications or video surveillance services provided by such entities or using such equipment.
 - iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.”

4.32.2 In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

4.33 Statutory and national policy requirements 2 CFR 200.300

The Federal awarding agency must manage and administer the Federal award in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with the U.S. Constitution, Federal Law, and public policy requirements: Including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination. The Federal awarding agency must communicate to the non-Federal entity all relevant public policy requirements, including those in general appropriations provisions, and incorporate them either directly or by reference in the terms and conditions of the Federal award.

4.34 Executive Compensation

The non-Federal entity is responsible for complying with all requirements of the Federal award. For all Federal awards, this includes the provisions of FFATA, which includes requirements on executive compensation, and also requirements implementing the Act for the non-Federal entity at 2 CFR parts 25 and 170. See also statutory requirements for whistleblower protections at 10 U.S.C. 2409, 41U.S.C.4712, and 10 U.S.C. 324, 41 U.S.C. 4304 and 4310.

4.35 To the extent applicable Sub-Grantee shall comply with 2 CFR 200.322 Domestic preferences for procurement.

4.36 To the extent applicable Sub-Grantee shall comply with 2 CFR 200.323 Procurement of recovered materials.

END OF ARTICLE 4

ARTICLE 5

PROGRAM REQUIREMENTS

5.1 Monitoring

5.1.1 Sub-Grantee's Responsibility

Sub-Grantee shall develop a monitoring protocol for the programs being provided under this Sub-Grant Agreement as well for their fiscal operations and shall provide for the self-monitoring of their programs in accordance with Article 7.

5.2 Access to Records

5.2.1 Availability of Records

- a. At any time during the term of this Sub-Grant Agreement, or at any time during the record retention period following termination of this Sub-Grant Agreement, Sub-Grantee shall make all contracts, invoices, payroll records, personnel files, and any and all other records relating to the program, funded by this Sub-Grant Agreement, available and shall permit the Secretary of Labor, Comptroller General, the Governor, CSBD or their designated representatives to conduct on site or virtual evaluations, audits, investigations, and monitor program performance to ensure compliance with the terms of the Sub-Grant Agreement and amendments hereto.
- b. Sub-Grantee shall make original and/or certified copies of any statements, records, reports, plans, information, documents, maps or other data used, produced, or developed by Sub-Grantee pertaining to any program funded by this Sub-Grant Agreement or amendment hereto, available to CSBD in Broward County, to the Comptroller General of the United States, the federal government and/or the Governor or their designated representatives at any time upon reasonable notice and at no cost.
- c. Sub-Grantee shall assure that program and fiscal records are available to the monitors at the time of the start of all monitoring visits. CSBD shall provide Sub-Grantee with a schedule of monitoring visits.

5.2.2 Freedom of Information

Records maintained in support of the program funded by this Sub-Grant Agreement are not subject to the Freedom of Information Act (5 U.S.C. 552).

5.3 Record Retention

5.3.1 Five Year Retention Requirement

Sub-Grantee shall keep copies of all records, accounts, and documents pertaining to the operation of this Sub-Grant Agreement or any amendment hereto for not less than five (5) years following the expiration of this Sub-Grant Agreement. However, if any audit, claim, litigation, negotiation or other action involving this Sub-Grant Agreement or amendment hereto has been started before the expiration of the five (5) year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five (5) year period, whichever is later.

5.3.2 Title to Records Vests with CSBD

Sub-Grantee understands and agrees that the records it maintains for programs funded by this Sub-Grant Agreement are CSBD's property and are maintained for the benefit of CSBD. Therefore, Sub-Grantee shall not dispose of any records without the prior written consent of CSBD and in the event of a termination of the Sub-Grant Agreement shall either return all records to CSBD or shall maintain the records in accordance with the terms and conditions of this Sub-Grant Agreement and in a manner which will make them accessible through the record retention period.

5.3.3 Property Records

Sub-Grantee shall maintain all records pertaining to any property purchased with funds under this Sub-Grant Agreement for five (5) years following final disposition of that property. For purposes of this section, final disposition shall include a return of the property to CSBD. Any property returned to CSBD must be accompanied by all original records or certified copies thereof pertaining to the property.

5.3.4 Retention Period Commencement

The retention date of records shall commence with the termination of this Sub-Grant Agreement or any amendment hereto.

5.3.5 Production of Reports and Records

Sub-Grantee understands and agrees that when requested, Sub-Grantee shall complete and furnish to CSBD all forms, reports, documents, and program/fiscal records, within ten (10) days of said request unless other timeframes are required under this Sub-Grant Agreement. Failure to comply with this provision will result in CSBD's withholding the Sub-Grantee's reimbursement until such time that the Sub-Grantee complies with CSBD's request.

5.4 PELL Grants and Other Financial Aid

5.4.1 Application for PELL

Sub-Grantee shall assist all CSBD participants, referred or approved to receive tuition assistance for training, with the application process for PELL Grants, or other federal, state, or local financial assistance as appropriate.

5.4.2 Coordination of PELL, Other Awards and WIOA

If Sub-Grantee is a Title IV eligible educational institution under the Higher Education Act, or is referring participants to training with such institutions, the institution's financial aid officer, or contractor, as appropriate, shall inform CSBD and or their contractor of the amounts and disposition of HEA Title IV awards and all other financial aid afforded to participants enrolled with the Title IV eligible educational institution within fifteen (15) days of the financial award. If tuition is included in the contract budget, the budget shall be subject to amendment in order to de-obligate or reprogram funds set aside for tuition and not used in order to avoid duplicate payments.

5.5 Enforcement of Sub-Grant Agreement Terms

The failure of CSBD to strictly enforce any of the provisions of this Sub-Grant Agreement, or to require strict performance by the Sub-Grantee of any of the provisions herein, shall in no way be construed to be a waiver of such provisions or any other provision contained herein nor shall it in any way affect the validity of this Sub-Grant Agreement or any part hereof,

or waive the right of CSBD to enforce each and every provision herein. The Sub-Grantee is responsible for fulfilling all terms and conditions of this Sub-Grant Agreement. While CSBD may monitor the Sub-Grantee's performance under this Sub-Grant Agreement, the Sub-Grantee remains solely responsible for its performance. CSBD's monitoring of the Sub-Grant Agreement shall not constitute a notice, acceptance waiver or modification of any term or condition. Terms and conditions may only be modified by written contract amendment as specified herein.

5.6 Audit

5.6.1 Governmental, Public and Private-Not-For-Profit Entities Requirement to Audit

- a. Sub-Grantee shall provide for the conduct of an external audit of the program funded by this Sub-Grant Agreement and any amendments hereto if total aggregate expenditures of federal funds received from any source total one million dollars (\$1,000,000.00) or more in any fiscal year. The audit shall be conducted in accordance with the provisions of the Federal Single Audit Act of 1996, as amended and in compliance with State of Florida requirements, and 2 CFR 200 Part F. In determining the federal awards expended in its fiscal year, Sub-Grantee shall consider all sources of federal awards. The determination of amounts of federal awards expended should be in accordance with 2 CFR 200 Part F.
- b. Audits shall cover the entire recipient organization for the organization's fiscal year. Compliance findings related to contracts with CSBD shall be based on the contract requirements, including any rules, regulations, or statutes referenced in the contract. The financial statements shall disclose whether or not the matching requirement was met if a match was required. All questioned costs and liabilities shall be fully disclosed in the audit report and if related to an award from CSBD to Sub-grantee shall reference the CSBD contract involved.

5.6.2 Commercial Entities Requirement to Audit

Commercial organizations receiving in excess of one million dollars (\$1,000,000.00) a year of federal grant funds, whether from CSBD or other funding sources, shall conduct a program specific independent financial and compliance audit in accordance with GAAS, or an organization wide audit conducted in accordance with

2 CFR 200 Part F that includes the federal funds received and the program conducted, within its scope. Reference 20 C.F.R. Part 667.200 (b)(2)(ii) and 45 C.F.R., Part 74.26 as they apply to WIOA and WTP funds.

5.6.3 Reimbursement for Audit Expense

Sub-Grantee agrees that although funds might be allocated in their budgets for audit expense, they will not seek reimbursement from CSBD for the costs of any audit in whole or in part, for any fiscal year in which their expenditure of federal funds regardless of the source of receipt of those federal funds does not equal or exceed one million dollars (\$1,000,000.00).

5.6.4 Period of Performance

- a. Audits must be conducted, completed, and submitted within thirty (30) days of the receipt of the Audit Report following termination of this Sub-Grant Agreement or within nine (9) months after the end of the audit period which ever comes sooner.
- b. Failure to submit an Audit Report, as required, may result in the withholding of payments due Sub-Grantee under this or any other Sub-Grant Agreement in place with CSBD.

5.6.5 Identification of Program Income

Audit Reports shall include a schedule identifying program income as defined herein.

5.6.6 Disallowed and Questioned Costs

- a. Sub-Grantee shall be liable to CSBD for any disallowed or questioned costs that Sub-Grantee or CSBD incurs as a result of Sub-Grantee expending funds in violation of this Sub-Grant Agreement or in violation of federal, state or local statutes, regulations, rules, policies, or procedures.
- b. Disallowed or questioned costs may be identified through a monitoring report, investigation, review, or audit. Disallowed or questioned costs shall be refunded and promptly repaid to CSBD by Sub-Grantee within thirty (30) days of the issuance of the report.

5.6.7 Audit Resolution Procedures

Sub-Grantee agrees to be subject to the monitoring, review and audit resolution procedures established by CSBD, the State of Florida or the applicable federal agency and to cooperate with CSBD in the event that resolution cannot be achieved at CSBD's level.

5.6.8 Deduction from Monies Due Sub-Grantee

If this or any other Sub-Grant Agreement is in effect at the time of the identification of a questioned or disallowed cost, or a credit that is due CSBD, CSBD may deduct the amount disallowed/questioned from any reimbursements or payments due Sub-Grantee.

5.6.9 Failure to Discover

CSBD's failure to either promptly discover or demand prompt payment for questioned or disallowed costs will not relieve Sub-Grantee from their obligation to repay the disallowance or questioned cost at the time of identification or demand.

5.6.10 Stand-In Costs

Sub-Grantee may with the written approval of CSBD and the State of Florida, substitute allowable uncharged costs or in-kind contributions, made from non-federal sources to support the program funded by this Sub-Grant Agreement, to stand in for a disallowed or questioned cost. Such contributions or in-kind payments must have been documented in Sub-Grantee's budget attached to this Sub-Grant Agreement and/or books of account as may be required by the federal rules. The expenditure must be supported by the Sub-Grantee's independent Audit Report. The uncharged costs must have been incurred in the same program year as the costs, which they are proposed to replace.

5.6.11 Expiration of the Sub-Grant Agreement

The expiration of the contract shall not affect CSBD's, the State's, or any applicable federal agency's right to audit, disallow, or question a cost, or Sub-Grantee's obligation to repay the cost.

5.6.12 Audit Requirements Upon Dissolution of Sub-Grantee's Organization or Termination of Sub-Grant Agreement

- a. In the event of the voluntary or involuntary dissolution of Sub-Grantee's organization Sub-Grantee shall inform CSBD, within twenty-four (24) hours of Sub-Grantee's knowledge of its intent to dissolve or of the involuntary dissolution of their organization, and prior to actual dissolution, agrees to allow CSBD to arrange for an immediate audit of Sub-Grantee's organization. CSBD may also request or make provisions for the preservation of all records pertaining to the program(s) funded by this Sub-Grant Agreement and any amendments hereto so that an immediate audit may be performed.
- b. Notice required by this section shall be in writing and in accordance with the Notice provisions contained herein.
- c. If Sub-Grantee is requested to provide CSBD with their records or elects to provide CSBD with all its records pertaining to this Sub-Grant Agreement or any amendments hereto they shall be delivered to the CSBD Vice President of Finance who is the designated custodian of the records for purposes of compliance with this section.
- d. Upon termination of this Sub-Grant Agreement for any reason Sub-Grantee agrees to allow CSBD to arrange for an immediate audit of Sub-Grantee's organization and/or the program/fiscal records, as appropriate. The audit may be organization wide or program specific in accordance with the requirements of the Office of Management and Budget and/or the State of Florida.

5.7 Amendments

5.7.1 Requests for Amendments

If either Sub-Grantee or CSBD wishes to modify, change, or amend this Sub-Grant Agreement, the proposed changes shall be submitted to the other party in accordance with the Notice section under this Sub-Grant Agreement. No such change shall be effective until approved by CSBD and/or the Sub-Grantee and a formal amendment to this Sub-Grant Agreement is executed by both parties.

- a. Sub-Grantee shall not be permitted to increase staff salaries not already provided for in the budgets attached hereto as Exhibits A and B, add new lines items or make other adjustments to the budget without a prior written contract modification request to CSBD.
- b. Sub-Grantee shall not make expenditures or otherwise encumber funds prior to execution of a formal amendment.
- c. Where modification requests include changes to the budget CSBD shall evaluate the cost reasonableness of the request and if appropriate justification is provided by Sub-Grantee a written amendment shall be executed.

5.7.2 Time for Requesting Amendments

Sub-Grantee may request an amendment to their Sub-Grant Agreement one (1) time per program year quarter. The deadline for the last request shall be May 15th for each year this Sub-Grant Agreement is in effect.

5.7.3 CSBD's Unilateral Rights to Amend

Sub-Grantee understands and agrees that CSBD may unilaterally amend this Sub-Grant Agreement to conform to changes in any federal or state statute, regulation, or policy which is applicable to the program funded by this Sub-Grant Agreement or any amendment hereto.

5.7.4 Amendments for Local Conditions

Sub-Grantee understands and agrees that CSBD may amend this Sub-Grant Agreement as regards reduction in training slots and/or a redirection of training areas affecting and reducing total funds available to Sub-Grantee, as a result of economic conditions and/or employment trends within Broward County's labor market.

5.8 Copyrights, Patents, Rights in Data

5.8.1 Non-Exclusive Use and License

- a. Sub-Grantee agrees that CSBD, the State, and the federal government shall have a royalty free, non-exclusive and irrevocable license to reproduce, publish or otherwise use a copyright or patent or rights in data in any copyright, patent,

work, or invention developed in whole or in part with contract funds or which Sub-Grantee purchases with contract funds.

- b. CSBD may utilize products as described in paragraphs “a” above in conjunction with fee for service activities developed or operated by CSBD.
- c. Sub-Grantee agrees to comply with this section regardless of whether or not a copyright or patent has been secured or applied for in connection with the materials, products, rights in data, intellectual property or other similar materials or part thereof developed in whole or in part with funds made available under this Sub-Grant Agreement.
- d. Any breach of this section shall entitle CSBD to damages at least equal to the fair market value of the materials, products, rights in data, intellectual property or other similar materials or part thereof and such other damages including punitive damages as a court may award.

5.8.2 Curriculum materials developed and copyrighted with non-contract funds but which may be used for this project are not subject to this section.

5.9 CSBD Policies and Procedures

Sub-Grantee agrees to adhere to all CSBD policies and procedures applicable to the operation of the program.

5.10 Prior Sub-Grant Agreements

This document incorporates and includes all prior negotiations, correspondence, conversations, Sub-Grant Agreements, and understandings applicable to the matters contained herein and Sub-Grantee and CSBD agree that there are no commitments, Sub-Grant Agreements or understandings concerning the subject matter of this Sub-Grant Agreement that are not contained in this document. Accordingly, Sub-Grantee and CSBD, agree that no deviation from the terms hereof shall be predicated upon any prior representations or Sub-Grant Agreements, whether oral or written. It is further agreed that no modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed by the Sub-Grantee and CSBD.

5.11 Client Confidentiality

- 5.11.1 Sub-Grantee Records are subject to the Florida Public Records Law, Florida Statutes section 119.07. Sub-Grantee and CSBD agree to share confidential customer and program information as necessary but only within the limits established by federal and state laws and regulations governing confidentiality.
- 5.11.2 Sub-Grantee acknowledges that their employees and employees of FloridaCommerce who are supervised or guided by Sub-Grantee, and any subcontractors of Sub-Grantee, receive information obtained from employers, participants and unemployment compensation claimants in the performance of their duties and in the course of delivering workforce program services. The information received may include, but is not limited to job and program applicant registrations, job orders, employer reports, unemployment compensation claims and related records. This information is confidential and Sub-Grantee agrees to safeguard the information against unauthorized disclosure in accordance with 20 CFR 603 and Florida Statutes sections 443.171(5) and 443.1715.
- 5.11.3 Sub-Grantee understands and agrees that Welfare Transition Program participant records are confidential and exempt from public records disclosure pursuant to 45 CFR 205.50 and Florida Statutes section 414.295, and shall assure that safeguards are in place to protect the disclosure of such records.
- 5.11.4 Sub-Grantee, its employees, and individuals under the supervision of Sub-Grantee and subcontractors of Sub-Grantee in the course of performing their duties who receive and utilize confidential workforce program information shall:
 - i. Maintain the confidentiality of employer, employee and participant.
 - ii. Identity and any and all related information pursuant to state and federal law and regulations. All individuals with access to the herein described records shall sign the "Non-Disclosure and Confidentiality Sub-Grant Agreement" and return it to the CSBD Sr. Vice President of Operations. A copy of the certification statement is attached as Exhibit C, and Sub-Grantee shall execute the Data Sharing Sub-Grant Agreement

(Non-Disclosure and Confidentiality Sub-Grant Agreement), attached hereto as Exhibit D.

- iii. Abide by all present and future directives and CSBD policies issued in accordance with state and federal laws pertaining to workforce programs and grants, privacy requirements and data confidentiality. Official requests for information shall be handled in accordance with FloridaCommerce (formerly DEO) guidance FG 02-033, Confidentiality of Records and Public Records Requests and Subpoenas, as well as the Confidentiality of Records and Public Records Request 1.02 and Processing Public Record Requests 1.06 policies located on the FloridaCommerce website floridajobs.org.
- iv. Abide by data security measures imposed by the Department of Children and Families, or any other entity as necessary to comply with the Health Insurance Portability and Accountability Act (HIPAA) and, if requested by CSBD, Sub-Grantee shall execute a Business Associate Sub-Grant Agreement for the purpose of complying with HIPAA. If required by HIPAA or other laws, Sub-Grantee shall include in its "Notice of Privacy Practices" notice of Sub-Grantee's and CSBD's uses of client's Public HIPAA Information (PHI). The requirement to comply with this provision and HIPAA shall survive the expiration or earlier termination of this Sub-Grant Agreement.
- v. Maintain the confidentiality of individual employer identifiable data. Individual employer identifiable data within the Labor Market Information (LMI) Program is confidential pursuant to Florida Statutes sections 443.171(5) and 443.1715, and Commissioner's Order 3-04 (USDOL). Labor Market Information (LMI) includes data such as labor force, employment, unemployment, unemployment rates, mass layoffs, employment and wages by industry and occupation, and employment projections. In publishable aggregate form, this data is not confidential. This data is collected and produced through cooperative Sub-Grant Agreements with the United States Department of Labor (USDOL), Bureau of Labor Statistics, and FloridaCommerce, Labor Market Statistics. The information is collected under a pledge of confidentiality to employers and must be treated in a manner that will ensure individual identifiable data will be accessible to only authorized persons. No information or records that would reveal the identity of any individual employer obtained from the Agency

should be copied or disclosed to any party other than those authorized by Labor Market Statistics. Confidential employer information may be made available to Sub-Grantee employees and individuals under their supervision and Sub-Grantee subcontractors in the performance of their public duties including statistical research, economic forecasting, job search and training, and implementation and administration of state law.

5.12 Buy American

Any equipment or goods to be purchased under this Sub-Grant Agreement shall be purchased in accordance with the Buy American Act. 41 US Code §§ 8301 through 8303.

5.13 Drug Free Workplace

5.13.1 Sub-Grantee certifies that it is in compliance with the Drug Free Workplace Act of 1988 and all state and federal implementing regulations.

5.13.2 Sub-Grantee shall not use any of the funds under this sub-grant for any activity that promotes the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established under section 202 of the Controlled Substances Act.

5.13.3 Sub-Grantee shall not use any of the funds under Sub-Grant Agreement to purchase sterile needles or syringes for the hypodermic injection of any illegal drug.

5.14 Headings

The headings of the sections of this Sub-Grant Agreement are inserted only for the purpose of convenience and reference and shall in no way restrict or otherwise affect the construction of the terms and conditions herein.

5.15 Public Entities Crime

Sub-Grantee represents that the execution of this Sub-Grant Agreement will not violate the Public Entity Crime Act (Section 287.133, Florida Statutes), which essentially provides that a person or affiliate who is a contractor, consultant, or other provider and who has been placed on the convicted vendor list following a conviction for a public entity crime may

not submit a bid on a contract to provide any goods or services to CSBD, may not submit a bid on a contract with CSBD for the construction or repair of a public building or public work, may not submit bids on leases of real property to CSBD, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with CSBD, and may not transact any business with CSBD in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two (2) purchases for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. Violation of this section shall result in termination of this Sub-Grant Agreement and recovery of all monies paid by CSBD pursuant to this Sub-Grant Agreement, and may result in debarment from CSBD's competitive procurement activities.

In addition to the foregoing, Sub-Grantee further represents that there has been no determination, based on an audit, that it committed an act defined by Section 287.133, Florida Statutes, as a "public entity crime" and that it has not been formally charged with committing an act defined as a "public entity crime" regardless of the amount of money involved or whether Sub-Grantee has been placed on the convicted vendor list.

5.16 Compliance with Florida Statutes Section 287.135

Sub-Grantee certifies that they are not on the Scrutinized Companies that Boycott Israel List pursuant to Fla. Stat. § 215.4725, or is engaged in a boycott of Israel or is entering into a contract with or submitting a proposal to a Scrutinized Company.

5.17 Sub-Grant Agreement Term

5.17.1 The term of this Sub-Grant Agreement shall begin on the date it is fully executed by both parties and shall end on June 30, 2025.

5.17.2 The term of this Sub-Grant Agreement may be extended for four additional one-year periods. Renewal shall be at the option of the CSBD governing boards. The continuation of this Sub-Grant Agreement shall be subject to performance as defined herein, and the appropriation and availability of funds as described in this Sub-Grant Agreement.

5.17.3 At the end of each CSBD program year, if a new sub-grant agreement, for the same program services as provided for herein, is approved by the CSBD governing boards, or the term of this Sub-Grant Agreement is renewed by the CSBD governing boards for an additional one year period, the term of this Sub-grant Agreement shall automatically be extended from June 30, 2025 until such time

as the new Agreement or amendment extending this Agreement, is approved and executed by Sub-Grantee, not to extend beyond September 30 of the calendar year following the end date of the immediately previous Agreement.

5.17.4 Sub-Grantee performance and the Sub-grant Agreement budget shall be re-negotiated at the beginning of each new program year.

5.17.5 All duties, obligations, and responsibilities of Sub-Grantee required by this Sub-Grant Agreement shall be completed no later than June 30, of the program year in which this Sub-Grant Agreement is executed. Thereafter if this Sub-Grant Agreement is extended all duties, obligations, and responsibilities of Sub-Grantee required as a result of any extension shall be completed no later than June 30, of that program year. Time shall be deemed to be of the essence in performing the duties, obligations and responsibilities required by this Sub-Grant Agreement.

END OF ARTICLE 5

ARTICLE 6

SPECIAL OBLIGATIONS

6.1 Participant Payments

- 6.1.1 Participants receiving work experience or on-the job training wages may not be paid for time not in attendance, holidays, or overtime. Sub-Grantees shall not certify time sheets, which provide for payment for holidays, time not in attendance, at work, or in class, as appropriate, or for overtime hours worked.
- 6.1.2 CSBD shall be responsible for making incentive payments available to Sub-Grantee for delivery to youth based upon funds set aside for such activities at the time of approval of Sub-Grantee's proposal and/ or budget.

6.2 Actions to be taken in the Event of an Emergency or Natural Disaster.

- 6.2.1 CSBD and Sub-Grantee wish to ensure that service interruptions are kept to a minimum following an emergency or disaster.
- 6.2.2 Sub-Grantee shall designate three (3) individuals who shall provide CSBD with cell numbers and an additional contact number is available for each of the three (3) individuals. These individuals shall be the designated liaisons regarding all communications during the period of an emergency or natural disaster. The designated liaisons will participate in CSBD's annual emergency preparedness planning process and attend required meetings on this topic.
- 6.2.3 Sub-Grantee agrees that in the event of an emergency or natural disaster, Sub-Grantee shall take the below listed actions where advance notice permits or is provided, preceding an emergency or disaster:
 - a. Sub-Grantee shall designate the liaisons in the case of an emergency.
 - b. The individuals designated as the CSBD liaison shall contact the CSBD Executive Office and shall consult with the President or Vice President regarding closure of the One-Stop Center or program office being operated by Sub-Grantee and shall close operations in accordance with CSBD President's approval.

- c. Prior to closing the one-stop or local program office, Sub-Grantee shall protect participant files, equipment and other personal property paid for with CSBD funds by securing the equipment, covering the equipment, moving equipment away from doors or windows and/or taking such other actions to secure the equipment, personal property and participant files.
 - d. The securing of equipment shall be done in accordance with the CSBD Information Technology Hurricane Preparedness Plan. Protection of other property and files must be done pursuant to a plan adopted by Sub-Grantee and approved by the CSBD President or his/her designee.
- 6.2.4 Sub-Grantee agrees that immediately following an emergency or disaster the designated liaison shall contact the CSBD President or Vice President to confer on the reopening of offices and the provision of services to the participants.
- a. Sub-Grantee shall adopt a plan to ensure that information regarding resumption of services is communicated to all workers/staff in the One-Stop Centers or program offices. An example of such a plan might include a telephone tree.
 - b. It shall be the responsibility of Sub-Grantee's liaison to go out as soon as possible after an emergency or disaster to survey their offices. The liaison shall report any damages to the buildings or premises, downed trees, downed power lines, obstructions to access as well as power outages, water damage and water stoppages to the CSBD President or his/her designee.
 - c. Sub-Grantee shall Notice CSBD regarding the continuation or inability to continue services to participants following an emergency or disaster.

END OF ARTICLE 6

ARTICLE 7

SCOPE OF WORK

7.1 Program Description

Sub-Grantee shall provide two (2) Navigator/Case Managers who shall identify ten (10) out-of-school youth (OSY) per case manager, or twenty (20) youth, which youth are currently in a program being provided by Sub-Grantee. Youth shall be at least 17 years old and not have reached their 24th birthday, meet the WIOA eligibility criteria for OSY, as described below in paragraph 7.3 and shall be enrolled them in the WIOA program. This number of youth to be served includes youth carried forward from the previous contract period. In addition to the services provided by Sub-Grantee and/or the State of Florida or the Federal Government, the Navigator shall provide youth with WIOA services as described below.

7.2 Recruitment and Identification of the Youth to be Enrolled in WIOA

7.2.1 Sub-Grantee shall conduct targeted outreach to identify and engage eligible youth through collaboration with:

- a. Broward County Public Schools
- b. Community organizations
- c. Other social service agencies
- d. Adult education/GED programs

7.2.2 As part of their recruitment strategy Sub-Grantee shall:

- a. Leveraging social media to share success stories, program highlights, and resources
- b. Conduct community resource fairs and workshops
- c. Disseminate flyers with program information in the community and at local shelters
- d. Utilize HANDY youth as peer ambassadors
- e. Implement a text message campaign for direct communication

f. Partner with the Florida Department of Juvenile Justice

- 7.2.3 Sub-Grantee shall identify and enroll ten (10) out-of-school youth (OSY) per case manager for a total of twenty (20) youth. Sub-Grantee may enroll up to an additional ten (10) youth for a total of thirty (30) youth with the written approval of the CSBD Sr. VP of Operations.
- a. The youth shall be WIOA eligible OSY selected from among youth currently receiving services through Sub-Grantee's other programs.
 - b. Youth carried forward from the previous Program Year shall continue to be served and shall count toward the number of youth to be served during the current Program Year.
 - c. Sub-Grantee shall not over-enroll into the program. As youth exit the program Sub-Grantee shall refill the slot within forty-five (45) days of the slot being open so as to maintain an average case level of ten (10) OSY per case manager.
- 7.2.4 The youth identified and selected shall be informed of the WIOA activities and the benefit of the activities that will be made available to them along with the expectations of the WIOA program.
- 7.2.5 The Navigators shall also inform the youth of their commitment in assisting the youth will all aspects of WIOA as a result of their enrollment in the program and with other life issues as needed by the youth.
- 7.2.6 All twenty (20) youth shall be enrolled by March 31 of each year this Agreement is in effect.
- 7.2.7 Youth may **not** be enrolled in the 4th quarter of the Program Year if the youth will be enrolled into GED or into post-secondary training through a CSBD ITA.
- 7.2.8 Sub-Grantee shall ascertain that the youth evidence a desire and the motivation to participate and attain the goals to be identified in their Individual Service Strategy and Career Pathways Plans prior to being enrolled in WIOA.

7.2.9 Sub-Grantee shall be responsible for explaining the relationship between CSBD, Sub-Grantee, and the students in this program. Youth shall be informed that guidance, support costs, tuition, and wages for their work experience is funded through CSBD. This shall be explained prior to their enrollment into the program.

7.3 Participant Eligibility Certification, Assessment and Development of the Individual Service Strategy/Career Pathway

7.1.1 Sub-Grantee shall be responsible for participant eligibility certification, which shall include an eligibility determination and assessment in accordance with WIOA.

7.1.2 To the extent that any of the youth in Sub-Grantee's program are Veterans or their eligible spouses, they shall receive a priority of service in accordance with 20 CFR Part 1010 Priority of Service for "Covered Persons."

7.1.3 Sub-Grantee shall be responsible for assisting the youth in assembling the documentation necessary for WIOA eligibility determination.

7.1.4 All youth to be recruited and enrolled in this program must meet WIOA eligibility criteria for out-of-school youth. Sub-Grantee shall determine OSY eligibility in accordance with WIOA section 129(a)(1)(B) and as described below.

a. Determination of ISY and OSY status

i. Prior to determining eligibility Sub-Grantee shall make a determination that the youth are OSY in accordance with the below stated criteria.

ii. ISY and OSY shall be determined at the time of program enrollment. School status must be based on status at the time eligibility determination is made. Only OSY may be enrolled into Sub-Grantee's program. Following a determination of OSY or ISY additional eligibility criteria must be met as described herein.

iii. Youth enrolled into the program may not be attending any school at the time of eligibility determination. Youth in secondary school must not have attended for the immediately preceding school semester at the time of enrollment to be considered an OSY.

- iv. Youth enrolled during the summer in between school years, shall be considered ISY if they are enrolled to continue school in the fall and will not be eligible for Sub-Grantee's program. This includes registration in postsecondary education, even if the youth have not yet begun postsecondary classes at the time of WIOA program enrollment.
 - v. Youth with a high school credential who register for postsecondary education, but do not attend postsecondary education, may be considered an OSY if the eligibility determination is made after the time that the youth decided not to attend postsecondary education.
 - vi. Youth enrolled in credit-bearing postsecondary education classes, including credit-bearing community college classes and credit-bearing continuing education classes, are considered to be attending postsecondary education, and, therefore, an ISY and may not be enrolled into Sub-Grantee's program.
 - vii. Youth enrolled in non-credit-bearing postsecondary classes, are not considered to be attending postsecondary school and may be enrolled into Sub-Grantee's program as an OSY.
 - viii. Youth in a dropout re-engagement program, funded by the public K–12 school system that are classified by the school system as still enrolled in school are considered ISY and may not be enrolled into Sub-Grantee's program.
 - ix. Youth enrolled in a GED program are considered OSY and may be enrolled in Sub-Grantee's program.
- b. Upon a determination that a youth is OSY as described in subparagraph "a" above and at least 17 years old, but not yet have reached their 24th birthday at time of enrollment, a determination shall be made that the youth is:
- i. An individual who is in foster care; or
 - ii. An individual who has aged out of the foster care system; or
 - iii. An individual eligible for assistance under Section 477 of the Social Security Act; or

- iv. An individual who is in an out-of-home placement; or
 - v. An individual who has left foster care for kinship, guardianship, or adoption.
- c. All youth enrolled must be U.S. citizens or legally permitted to work in the United States and be able to provide the requisite documentation.
- d. All youth “born male” at least 18 years of age must be registered for selective service to participate in the program. Providers will be expected to assist youth who have not yet enrolled in selective service to enroll in the selective service prior to enrollment into WIOA.
- e. All youth must be residents of Broward County.
- 7.1.5 Upon enrollment into the program, Sub-Grantee shall ask youth to provide current contact information. Information should include, but no limited to: name, address, and phone/cell phone number of a relative not living in the youth’s household, best friend’s cell phone number, youth’s email address, Social Media accounts, etc., if applicable.
- 7.1.6 In the event a youth identified by Sub-Grantee is not enrolled into the WIOA program, Sub-Grantee may refer the youth to the CSBD centers for information and referral in accordance with WIOA requirements.
- 7.1.7 Prior to enrollment into WIOA and as a part of the identification process Sub-Grantee will use to enroll youth into the WIOA program, the Navigator shall assess each youth to determine whether they are appropriate for the program and can meet the WIOA performance objectives upon exit from the WIOA program.
- 7.1.8 Individuals entering the program will begin through an intake and assessment process which shall consist of the following:
- a. A review of all documentation to ensure that the individual is eligible for WIOA services.
 - b. Completion of the WIOA registration form which must be signed by the youth participant.

- c. Completion of a TABE or similar basic skills assessment if the youth is seeking an individual training account so that they may attend post-secondary school or if basic skills is the barrier used to determine the youth's eligibility.
 - i. For youth who require a basic skills assessment the TABE or other acceptable assessment for eligibility purposes it must be completed prior to enrolling the youth into the program.
 - ii. The Navigator shall use the TABE (or other approved assessment) test results to determine the youth's basic skills remediation needs.
 - iii. For youth needing basic skills who have agreed to computer assisted remediation instruction the Navigator shall include such program activities as a part of the menu of services to be provided to the youth.
 - iv. If remediation is entered into EF as the youth's activity attainment of a functional grade gain shall be determined through a post-test using TABE or such other assessment approved by DEO which must be given no later than twelve (12) months of the "Date of Participation" in a WIOA youth program.
 - v. If the Navigator determines that a youth will be unable to attain this gain within twelve (12) months of enrollment into WIOA, the youth shall not be enrolled by the Navigator into remediation in the WIOA program or can be referred to an Adult Literacy program, as appropriate.
 - vi. The Navigator shall assure that youth enrolled into the WIOA program and into remediation activity are aware of their responsibility regarding remediation and the post-test as well as the advantages associated with improving their basic skills levels as it applies to life and employability skills.

7.1.9 Sub-Grantee shall enter participants' registration for WIOA youth into the Employ Florida (EF) tracking system. Once a participant is entered into the EF system this will constitute an official enrollment into the program, and the data will be used when computing contractor's performance.

7.1.10 Sub-Grantee shall not register participants into EF until all the eligibility documentation has been collected.

- 7.1.11 Sub-Grantee shall provide the CSBD Youth Program Manager with a copy of the assessment tool they will use to determine the program activities to be provided to the youth, within ten (10) days of execution of this Agreement or in the alternative may use the assessment, ISS and career pathways instruments currently used by CSBD in the career centers.
- 7.1.12 Following eligibility determination, staff shall develop an Individual Service Strategy Plan (ISS) and Career Pathways plan with each youth to be enrolled in the program.
- a. The plans shall be used to identify the WIOA program activities to be provided to each individual youth, as well as any supporting activities being provided to the youth through Sub-Grantee's other resources.
 - b. The Navigator shall assure that the development of the ISS and Career Pathways Plans are done in concert and with the agreement of the youth resulting in a mutual planning process designed to give the youth participant ownership in the plan.
 - c. The planning process shall involve shall involve the youth in the program activity choices with the Navigator guiding the youth to activities that will lead directly to the desired WIOA outcomes.
 - d. The plans shall be used to track each youth's progress in the individual components of the program design.
 - e. The ISS must be updated and modified as needed to reflect participant's progress in program activities and their achievement of program goals
- 7.1.13 The Navigator shall create a youth file using CSBD's document management system (DMS). Sub-Grantee may maintain a hard copy at their option within the youth file maintained by Sub-Grantee that shall be kept at Sub-Grantee's site
- 7.1.14 Youth shall receive an orientation at the beginning of the program.
- a. Sub-Grantee's youth case manager shall be included in the orientation.

- b. The Navigator shall review the program activities and goals identified during assessment with the youth participants and record the youth's agreement with the options presented in EF and in a responsibility agreement to be signed by the youth.
- c. Program requirements, eligibility requirements and benefits will be shared with youth and their case manager.
- d. The Navigator shall inform the youth participant regarding follow-up activities and expected communications.
- e. If the youth is under eighteen (18) years of age, Sub-Grantee shall assure the youth's assigned guardian approves in writing of the youth's participation in the program, signing necessary documents in participant file.
- f. Sub-Grantee shall provide CSBD with a list containing the names of youth participants carried forward from one program year to the next, thirty (30) days prior to the end of each program year this Agreement is in effect.
- g. A schedule of WIOA program activities shall be prepared for each youth and shall be recorded on a calendar provided to the youth, a copy of which shall also be scanned into the youth's file. The schedule shall also include non WIOA activities so that the Navigator and Sub-Grantee's youth case manager will be able to assist the youth in managing their time.

7.4 Program Services to be Provided to the Youth

7.4.1 The Navigator shall provide youth with a combination of WIOA funded activities as identified in the youth's ISS to support their career pathway and which shall be in addition to, and not in place of, the services provided through Sub-Grantee's program. Activities may be concurrent or sequential as appropriate for the youth.

7.4.2 The Navigator shall incorporate WIOA services into the youth's assessment which guides services to be provided to the youth. The assessment shall help youth evaluate whether they:

- a. Are able to maintain healthy relationships

- b. Have good work and study habits
- c. Have planning and goal setting ability
- d. Are knowledgeable about the community resources available to them
- e. Have budgeting skills and are able to pay their bills
- f. Have computer literacy
- g. Have connections with caring adults.

7.4.3 Activities in addition to the WIOA funded activities which will be available to the youth include:

- a. Weekly life skills classes for older youth where they can meet with staff individually about one-on-one LIFE Skills.
- b. Weekly job search opportunities outings in the community as a group or individually.
- c. LIFE plan development and monitoring.
- d. Tutoring which shall be offered twice each week.
- e. Mentoring.
- f. Youth development activities.
- g. Service learning projects.
- h. Access to the two computer labs for job search and work on resume writing.
- i. Snacks.

7.4.4 The Navigator shall assure that the menu of WIOA funded services provided to the youth includes:

- a. Counseling
 - i. The Navigator shall coordinate counseling needed by the youth with Sub-Grantee's youth case manager to address the youth's progress in the program along with the youth's

progress in Sub-Grantee's other activities.

- ii. Should the Navigator determine that the youth might benefit from an adult mentor and the youth is agreeable, the Navigator shall work with Sub-Grantee's youth case manager to identify an appropriate mentor.
- b. Employability skills shall be imparted by the Navigator either on a one-on-one basis with the youth in the Navigator's caseload or the Navigator may arrange to provide this to the youth as a group activity.
- i. The Navigator shall utilize *Job Saavy* or other appropriate formal curriculum for providing employability skills.
 - ii. Youth shall receive a minimum of ten (10) hours of employability skills training which shall be documented in case notes entered into Employ Florida.
 - iii. The Navigator shall review the curriculum with the CSBD Youth Program Manager prior to the start of training.
 - iv. Youth must receive employability skills training prior to being placed in a work experience.
- c. Leadership skills
- i. Coaches will conduct leadership workshops focusing on communication, decision-making and problem solving.\
 - ii. Guest speakers and successful leaders will be invited to share insights and experiences with the youth.
 - iii. Youth will be offered skill development sessions that encourage teamwork.
- d. Work experience, internships and on-the-job training.
- i. All youth enrolled shall be offered an opportunity to participate in an unsubsidized work experience.
 - ii. Sub-Grantee shall be given a budget allowance to use for work experience and OJT wages. Sub-Grantee shall be responsible for managing the funds and committing to spend one hundred percent (100%) of the funds allocated for this activity. Sub-Grantee shall develop a written plan for the delivery of the work experience activities which shall be

- provided to the CSBD Youth Program Manager within thirty days (30) of Sub-grant execution so that the funds are expended within the CSBD program year.
- iii. Youth working at the time of their enrollment shall not replace their job with a work experience if it appears that the youth can maintain the job following program exit.
 - iv. Sub-Grantee shall develop a plan for expenditure of the funds on work experience and OJT activities within thirty (30) days following the enrollment of each youth or in the case of youth already enrolled, within thirty (30) days of the execution of this amendment. The plan shall include:
 - aa. Whether the youth will be placed in a work experience and or OJT.
 - bb. The hourly wage to be paid to the youth.
 - cc. The number of weeks the youth will be assigned to a work experience.
 - dd. The number of days per week the youth will participate in the work experience and/or OJT.
 - ee. The number of hours per day the youth will be assigned to the work experience.
 - ff. The number of youth to be provided with a work experience.
 - gg. Whether the work experience will be paired sequentially with an OJT.
 - v. The Navigator shall be responsible for developing a work experience opportunity that is aligned with the youth's desired career pathway for each youth in their caseload who participates in a work experience activity.
 - vi. A training plan with the job title and which describes the skills to be learned during the work experience shall be developed for each child. All work experiences assigned to the youth in the program must be related to the youth's chosen career path and should be case noted appropriately.

- vii. The work experience may be with a public, private not for profit or for profit sector employer willing to serve as a host worksite.
- viii. Youth in Sub-Grantee sponsored GED preparation or remediation may be concurrently provided a work experience. So long as the work experience hours comprise a minimum of fifty-one percent (51%) of the youth's time, the youth's time in GED preparation or remediation may be counted as a component of the paid work experience.
- ix. Youth enrolled in post-secondary training, as their activity while in the program, may be concurrently provided with a work experience. Time in post-secondary training may not be counted toward a youth's paid work experience.
- x. The Navigator may arrange for youth not interested in post-secondary training who are not receiving GED preparation or remediation to be enrolled in a work experience for up to twenty-eight (28) hours per week with a job aligned with the youth's career pathway subject to CSBD budget availability. The work experience may be followed sequentially with an on-the-job training (OJT) where an employer is willing to hire the youth. In such instance the employer shall be reimbursed up to fifty percent (50%) of the youth participant's wage for up to five hundred and twenty (520) hours, depending upon the SVP for the job, after which the youth shall be considered placed and shall be exited from the WIOA program.
- xi. The Sub-Grantee shall be responsible for tracking and monitoring participants' hours of work on a weekly basis so that:
 - aa. Properly completed and signed time sheets be submitted to CSBD in accordance with a predetermined schedule so that the youth can be paid.
 - bb. Sub-Grantee does not exceed the funds budgeted and allocated to them for youth wages.
- xii. Sub-Grantee may use their existing electronic spreadsheet or develop an updated electronic spreadsheet. The spreadsheet shall contain the name of each youth as they are enrolled in the program along with their work experience scheduled start date, hours scheduled per week, name and

address of the host work site/employer. The spreadsheet shall be provided to the CSBD Youth Program Manager within ten (10) days of contract execution. The spreadsheet data shall be entered within one (1) business day of the information being available

- xiii. Sub-Grantee shall provide a work experience report to the youth program manager on a weekly basis listing the name of each youth assigned to a work experience, the total hours assigned to each youth's work experience, the hours worked, and the name/location of the host work site
- xiv. Sub-Grantee shall coordinate with the Youth Program Manager for the curriculum used by CSBD so they can assist youth in completing the documentation necessary to open a bank account. Youth shall be paid electronically and be given a bank card to access their wages. Sub-Grantee shall instruct the youth on the use of a bank card and shall verify the address to which the card will be delivered.
- xv. Sub-Grantee shall instruct the youth regarding wage expectations so that they know they are paid a week in arrears, and that timesheets must be accurate and contain all required signatures or their pay checks may be delayed.
- xvi. Sub-Grantee shall be responsible for developing the worksites for work experience and the jobs for OJT
- xvii. The Navigator shall be trained by the CSBD Youth Program Manager on the CSBD work experience and OJT contracts, time sheets requirements and program policies. Sub-Grantee shall use the CSBD host worksite agreement or OJT agreement when placing youth at external worksites.
- xviii. Sub-Grantee may serve as a host worksite for work experience. In such instance Sub-Grantee shall complete the CSBD training plan document and assure timesheets are properly completed so that the youth can be entered into the CSBD work experience payroll system. A host agreement will not need to be executed,
- xix. Sub-Grantee may also access the CSBD database of youth work experience sites to identify unused slots which may be appropriate for the youth.

- xx. The Navigator shall ensure that worksites have and display the Child Labor Law posters where you assigned to the employer are eighteen (18) or under.
- xxi. The total hours youth may be provided a work experience shall be determined each year that this contract is in effect and shall be dependent upon the number of youth enrolled in WIOA and the CSBD WIOA youth allocation.
- xxii. Youth for whom placement into unsubsidized employment is the goal and where an employer is willing to make a hiring commitment may be placed directly into OJT.
- xxiii. The total number of hours a youth may be placed in an OJT shall be determined by the complexity of training to be provided to the youth and supported by the youth's OJT training plan.
- xxiv. Youth who receive payments will be paid one week in arrears and shall be paid biweekly. Time and attendance documentation shall be submitted to CSBD by Tuesday at 10:00 A.M. of the pay week in order for CSBD to generate the participant payroll. Payroll for youth in Sub-Grantee's programs shall be processed in accordance with the procedure agreed to between CSBD and Sub-Grantee.
- xxv. Youth who receive a work experience payment from CSBD will not be paid for holidays, overtime, leave time, vacation time, sick time, or other leave. Youth must not work on holidays. Time sheets must be monitored to assure that pay is only requested for allowable time actually worked. All other time worked will be the responsibility of the Sub-Grantee. Students may not make up vacation, holiday, or sick time hours. The Navigator shall assure the youth and worksites are aware of this rule.
- e. Youth without a High School credential will be encouraged to complete their high school credential.
- f. Youth with a High School credential will be placed into full-time employment or encouraged to enroll into post-secondary educational options.
- g. Youth who are seeking employment will receive employability skills training and can be placed into an OJT as appropriate.

- h. Youth engagement activities provided by Sub-Grantee through non-WIOA funds shall include:
 - i. Housing assistance for youth who are facing homelessness.
 - ii. Extracurricular experiential and other activities such as team building through sports, drama, fitness, and chess.
 - iii. Assistance with daycare services, applying for Medicaid, acquiring ID Cards, birth certificates, and social security cards. Youth will be further assisted by staff who transport youth as needed to these locations.
 - iv. The securing of educational documents and assessing the youth's needs if school re-enrollment is an option.
 - v. Saturday job search.
 - vi. Holiday gifts for the youth and their children and Thanksgiving baskets provided with non-federal funds.
 - vii. Peer mentoring.
 - viii. The opportunity to meet with industry leaders.
- i. Placement and Program Outcomes
 - i. To obtain performance and exit the youth from the WIOA program, the Navigator shall be responsible for placement of the youth into employment, advanced training, post-secondary school, or the military upon exit from the program.
 - ii. The Navigator shall be responsible for developing OJT opportunities for the youth, as appropriate, followed by employer hire and exit from the program.
 - iii. Youth who are enrolled in a GED preparation activity must be awarded their High School credential which shall be considered the program outcome and which must be followed by an exit from WIOA into unsubsidized employment or post-secondary training or military to be successfully exited from the program.
 - iv. Foster care youth with a High School credential may receive

any of the approved WIOA youth services described in this Agreement and be enrolled into post-secondary training as a part of their WIOA program strategy. In such instance the youth's tuition may not be paid with WIOA funds.

- v. Youth enrolled in a post-secondary education program must complete a minimum of twelve (12) credits over the course of two (2) sequential semesters. Successful completion and exit from the WIOA program will require the applicable credential and placement into unsubsidized employment or the military upon exit from the program.
- vi. The Navigator shall be responsible for placing all youth exiting the program into unsubsidized employment or post-secondary school, or the military.
- vii. Sixty (60) days prior to exit from the program, the Navigator shall work with youth being placed into unsubsidized employment to develop resumes and begin the job application process.
- j. As appropriate to the youth the Navigator will commit WIOA paid for services as follows:
 - i. Tutoring for youth enrolled in Sub-Grantee's GED preparation program who needs additional assistance as evidenced by a lack of progress or inability to pass the prep/practice tests. The Navigator shall coordinate with the CSBD Youth Program Manager to arrange for tutoring. This shall be in addition to the tutoring offered by Sub-Grantee.
 - ii. Tutoring for youth enrolled in a post-secondary training program struggling with the program coursework as evidenced by poor grades on coursework tests or quizzes. The Navigator shall coordinate with the CSBD Youth Program Manager to arrange for tutoring. This shall be in addition to the tutoring offered by Sub-Grantee.
 - iii. The cost of books and course registration for youth seeking entry into an apprenticeship program that requires preliminary math courses which are not covered by the apprenticeship prior to enrollment.
 - iv. For youth, with a high school credential, who qualify for and are enrolled in post-secondary training but who do not

qualify for a PELL grant or tuition assistance from the state, to receive an Individual Training Account scholarship through CSBD.

k. Twelve (12) Month Follow-Up

- i. Following program exit, the Navigator shall maintain weekly on-going communication with the youth for the first three (3) months to provide assistance with any identified issues. Thereafter follow-up shall be bi-weekly for the next three (3) months and then monthly through the end of the fourth (4th) quarter after participant's exit from the program. Sub-Grantee shall provide assistance as necessary with any identified issues through the fourth (4th) quarter after exit. Follow-up shall be conducted using the internet, phone conversations, e-mail, texting, and other social media to confirm the student is continuing in the last known positive post-secondary environment. If not in an acceptable activity, counseling and employment related support shall be provided to assist the youth in returning to their post-secondary activity or finding another job. Sub-Grantee shall record follow up for each youth in a case note entered into Employ Florida on a quarterly basis.
- ii. If during follow-up it is determined that a youth has lost their job or is no longer attending a post-secondary education program, contractor shall immediately re-engage youth and offer employment support services to youth to assist them in returning to school or employment as appropriate. Any services provided shall be entered into the Employ Florida follow-up screens with the follow up codes.
- iii. Sub-Grantee agrees that if this Agreement is renewed, Sub-Grantee will continue to provide follow-up to students through the fourth (4th) quarter after the youth's exit from the program.
- iv. Follow-up shall be conducted using the internet, phone conversations, e-mail, texting, and other social media to confirm the youth is successfully continuing in a job or in post-secondary training or in the military. As necessary, counseling and on-going support shall be provided to assist the youth in a job or post-secondary training retention.

I. Youth Program Design Participation

- i. Youth input will be integrated into the program services through discussion between the youth and the Navigator.
- ii. The Navigator shall incorporate appropriate recommendations into the program design.

7.5 Participant Counseling

7.5.1 Sub-Grantee shall assure that the Navigator advises all participants of all aspects of the program prior to enrollment.

7.5.2 The Navigator shall be responsible for accessing and making a network of resources available to the youth so that they can attain the WIOA performance objectives, as well as preparing the youth to meet the day to day demands of family, work and community. The Navigator shall also serve as a supportive adult to their youth caseload.

7.5.3 The Navigators shall create frequent opportunities for youth to provide feedback on the program and services so that appropriate adjustments and customization of services can be developed for the youth.

7.5.4 The Navigators shall assure that program solutions proposed for youth take into account the diversity of the youth.

7.5.5 In creating a schedule of activities for the youth, the Navigator shall include counseling and shall use their best efforts to fully engage the youth through the activities described herein.

7.5.6 The Navigators will be expected to serve as a liaison between the youth and the various supervisors or contacts for activities occurring off-site interceding on their behalf as necessary.

7.5.7 Navigators and Sub-Grantee assigned staff shall be accessible to youth and on call 24/7. LIFE staff shall be available to youth during extended business hours and on weekends to help accommodate the youth's school/work schedule.

7.5.8 Case management and informal counseling sessions may take place in-office, in-home, or in the community during days and times that are convenient to the youth and their family. Sub-Grantee staff will conduct monthly home visits in order to assess additional

services that may be needed or to help identify risk factors that may be affecting the youth's progress and success. Sub-Grantee staff shall coordinate with the Navigator in coordinating needed services.

- 7.5.9 There shall be at least weekly contact and engagement with each youth such that the contact coincides and supports their activity schedule. Contact may be recorded by the Navigator or Sub-Grantee's primary case manager.
- 7.5.10 The Navigators shall stay abreast of community services and programs so that youth can be referred according to the needs, interests, and goals for supportive services not available through WIOA.
- 7.5.11 The Navigator shall address study habits, progress, performance, and personal issues with the youth.
- 7.5.12 Case management and counseling contacts shall be documented through the Employ Florida and in the youth's file.
- 7.5.13 Case management notes shall be entered:
- a. Weekly for each participant in the program based upon counselor/case manager contact with the participant.
 - b. More often than weekly to document events, progress, challenges, and activities as they occur.
- 7.5.14 Case notes shall record all direct customer service activities including but not limited to assessment, career training and planning, development of the youth's employment plan and individual service strategy, support services provided as well as justification of need for the support services, job matching, placement and follow-up.
- 7.5.15 Case notes shall include the monitoring and documentation of each youth's services and outcomes on an individual activity basis and on a case-by-case basis. It is not expected that all youth will be provided every allowable WIOA activity or WIOA youth element. The case manager's determination of which services are appropriate for the youth in their caseload shall be documented.
- 7.5.16 Sub-Grantee's program manager shall monitor case notes on a bi-weekly basis to assure staff is entering youth activities and program events with sufficient specificity such that any new staff

assigned to case manage the youth will be aware of the youth's participation and progress and will be able to take over the case.

7.6 Participant Incentives

- 7.6.1 Incentives shall be offered to the youth enrolled in the program in accordance with the incentive plan approved by the CSBD Youth Program Manager.
- 7.6.2 Youth will be eligible to earn a performance incentive in an amount to be determined by CSBD, each year based upon the availability of funds. All incentives must be tied to performance attainments. Youth may receive an incentive for participating in a work experience. The incentive should be for making it to the midway and/or completion of the work experience for which they are receiving a wage. Youth must show positive outcomes, passing assessments and/or attaining functional grade gains to be eligible for an incentive. Incentives should be interspersed throughout the youth's tenure in the program.
- 7.6.3 Incentive or other payments to students shall be issued by CSBD and distributed by Sub-Grantee.
- 7.6.4 A performance incentive plan must be submitted to the CSBD Youth Program Manager within thirty (30) days of execution of this Agreement and by July 31, of each year this contract is in effect if the incentive plan is changed. All incentives must be tied to performance and attendance attainments. The definition of performance shall be described in the incentive plan. Incentives may not be given for enrollment into the program.
- 7.6.5 Incentive or other payments to students shall be issued by the CSBD Fiscal Department.
- 7.6.6 Each participant shall be awarded a certificate of participation and completion.
- 7.6.7 To keep youth engaged in program activities, they shall be provided with a variety of support and program services such as:
 - a. Monthly bus passes and/or pick up and transportation to program activities on a daily basis.
 - b. Saturday tutoring sessions and field trips.

- c. Gas cards for youth who have vehicles, valid insurance and vehicle registration so they can get to school, work, daycare, and program activities.

7.6.8 Youth support services may be augmented with WIOA funded support services in accordance with the CSBD support services policy and based upon the needs of the youth. All WIOA support services shall be entered into Employ Florida.

7.7 Participant Time, Data Entry, File Maintenance, Attendance, and Wages

7.7.1 For youth enrolled in a work experience/internship who will receive payments for hours worked, CSBD shall inform Sub-Grantee of payment dates and amounts. Sub-Grantee shall be responsible for keeping verified time and attendance documentation and for coordinating payroll distribution with CSBD Finance department staff.

7.7.2 Sub-Grantee shall meet with CSBD monthly to review files, youth progress and data entry.

7.7.3 Sub-Grantee shall be responsible for timely data entry, which is defined to mean within fifteen (15) days of any entry requiring a date to be entered into the Employ Florida Tracking System.

7.7.4 All barriers as defined by WIOA and eligibility information shall be recorded in Employ Florida.

7.7.5 Sub-Grantee shall use tickler dates prior to the future critical dates to assure data entry occurs on or before the effective dates. Information for dates will be pulled from Employ Florida. Case notes shall be entered into Employ Florida within three (3) days of a recordable event. All case files will be routinely reviewed to assure that they are accurate and up to date. The Navigator shall be responsible for putting checklists in place to verify that all essential information is in the case file.

7.7.6 Mistakes made in reporting youth information will be corrected in compliance with state guidelines. If the mistake is not correctable internally or on the state level, they will be documented with a case note to assure a clear audit trail.

7.7.7 Sub-Grantee shall maintain only one (1) electronic file for each youth in accordance with the model file to be provided by the CSBD Youth Program Manager.

7.7.8 Documents to be maintained/scanned into DMS include:

- a. Eligibility documents including, picture ID, social security card, address, date of birth, when required or evidence of youth/family public assistance payments, documentation of the youth's WIOA barrier, in accordance with section 7.3.5, above, when required, selective service for all males, school status, citizenship or legal status in the United States, assessment, ISS and career pathway plan. All applicable documents must be part of each youth's participant file.
- b. Navigator case notes, referral forms, progress reports, support payments including but not limited to transportation and clothing vouchers, incentive requests and payments, financial aid reports, timesheets, pre and post-tests, all of which should be entered into Employ Florida and shall be maintained in Employ Florida.
- c. All case notes should reflect the activity, program and services provided to the youth.
- d. Sign-In Sheets, Employment Verification Forms, Certificate of Completion and Licensure Documentation as applicable.

7.7.9 Sub-Grantee shall maintain participant time and attendance records, which shall consist of daily time sheets for the days where the schedule of activities created for the youth indicates expected participation. The time sheets shall be signed by the participant and the Navigator. In the event a student is absent for three (3) consecutive days, the Navigator shall make every effort to follow-up with the youth and assist in addressing any obstacles which have interfered with program participation.

7.7.10 All absenteeism and tardiness shall be documented in the Navigator's case notes.

7.8 Program Staffing

7.8.1 Sub-Grantee shall hire the Navigators to be funded under this Agreement as Sub-Grantee staff, and they shall be dedicated to meeting the project objectives.

7.8.2 Sub-Grantee shall hire staff in a timely manner in order to assure that the program is fully staffed. Sub-Grantee shall ensure that positions that become vacant during the program year are advertised and filled within forty-five (45) days of the vacancy occurring. In the event of a vacancy Sub-Grantee's youth case manager shall step in to guide the youth so that the youths' program progress is not impeded and to assure the case manager to caseload ratio remains a constant 1 staff: 12 – 15 youth at all times.

7.8.3 Sub-Grantee shall provide a copy of the Agreement work statement to the Navigators and Sub-Grantee's youth case manager so that the staff working with the program participants are aware of the program goals and objectives.

7.8.4 All Navigators funded under this Agreement shall be assigned a caseload. The caseload shall be evenly distributed among the Navigators hired under this Agreement.

7.9 General Program Requirements

7.9.1 Testimonials and Success Stories

- a. Sub-grant recipient shall provide CSBD with 2 testimonials or success stories each quarter. The stories shall be related to program participants who have successfully completed the program and entered employment, post-secondary education, or the military.
- b. The success story shall include:
 - i. Any challenges or barriers the youth had to overcome to successfully complete the program.
 - ii. Support services received that helped the youth to participate in the program.
 - iii. The activities in which the youth participated to reach their goals such as but not limited to GED training, occupational skills training, work experience, employability skills, tutoring, financial literacy training, and counseling.
 - iv. Factors that played a role in the youth's success.
 - v. A recommendation, if the youth agrees to be shared with

other youth to seek out CSBD for training and employment assistance.

- vi. Any benefits realized by the youth and their family as a result of participating in the program
- vii. A picture or video of the youth at work, in their cap and gown, or with their certificate.
- viii. A signed release using the CSBD Testimonial Form: <https://ext.careersourcebroward.com/testimonials/Uploadfiles.aspx>

7.9.2 Sub-Grantee shall utilize facilities which are visually and acoustically appropriate for learning and which makes use of space in a manner that facilitates the on-going activities of the instructional program.

7.9.3 All program activities shall conform to the health and safety regulations established by the State of Florida.

7.9.4 If disclosure of the youth participant's records is requested by the public, State of Florida confidentiality standards and WIOA requirements pertaining to records of participants in WIOA programs shall apply.

7.9.5 All individuals employed in subsidized jobs shall be provided benefits and working conditions at the same level and the same extent as other employees working a similar length of time and doing the same type of work, except that no funds available under this Agreement may be used for contributions on behalf of any trainee to retirement systems or plans.

7.9.6 All program sites shall be accessible to people with disabilities.

7.9.7 Self-Monitoring

- a. The Navigator shall develop a protocol and process for monthly monitoring of their program operations and deliverables under this Agreement in accordance with a schedule approved by their CSBD Youth Program Manager. The Navigator shall submit their monitoring schedule to the CSBD Youth Program Manager within forty-five (45) days of execution of this Agreement and by August 31, of each year this contract is in effect.
- b. Self-monitoring shall include a one hundred percent (100%) file review. The file review shall be coordinated to occur thirty (30) days prior to the notice of the State's monitoring visit. The file review shall incorporate the current program year and the immediately preceding program year.
- c. Within five (5) business days following the completion of the self-monitoring protocol, The Navigator shall submit a copy of any findings identified and the proposed corrective action to their CSBD Youth Program Manager who shall respond with respect to acceptance of the proposed corrective action or shall provide the Navigator with additional instructions for the resolution of any findings.
- d. The Self-Monitoring required by this Agreement shall be in addition to the monitoring conducted by the CSBD Youth Program Manager, or the CSBD external monitors.
- e. Failure to take the requisite corrective action as a result of findings identified through monitoring shall be considered when evaluating Sub-Grantee's performance.
- f. Sub-Grantee shall use the CSBD monitoring tool and receive the CSBD Youth Program Manager's sign off prior to closing any file. If the youth has obtained a credential or a diploma a copy of the supporting document should be submitted with the closure request.
- g. Prior to exiting the youth from the system, the Navigator shall review any soft (negative) exits with the CSBD Youth Program Manager who shall approve the exit.

7.9.8 Sub-Grantee shall perform customer satisfaction surveys. Copies of the surveys must be shared with the CSBD Youth Program Manager.

7.9.9 Sub-Grantee shall measure customer satisfaction through other means as determined by Sub-Grantee and the Navigator.

7.10 Performance

7.10.1 Sub-Grantee shall meet the following performance with respect to the maintenance and correctness of their files:

- a. Sub-Grantee is responsible for implementing a self- monitoring protocol.
- b. Sub-Grantee shall make all corrective actions, as a result of findings identified by (1) Sub-Grantee through their own required self-monitoring, (2) the CSBD Program Manager or (3) the CSBD external monitors, including the state, within thirty (30) days of the issuance of the monitoring report. The corrective action must be accepted in writing by CSBD. Findings may not exceed five percent (5%) of the files monitored by CSBD, its external monitors or the state monitors, or of funds received, and no more than five percent (5%) of the Sub-Grantee's data entry may be untimely or incorrect as determined by the CSBD Youth Program Manager.

7.10.2 Enrollment Goals - Sub-Grantee shall enroll up to twenty (20) youth

- a. Enrollment Goals – Sub-Grantee shall ensure that ten (10) OSY per Navigator are consistently enrolled in the program throughout the year, by refilling slots no later than forty-five (45) days following the exit of a youth from the program.
- b. Twenty (20) youth must be enrolled by March 31 of the program year.
- c. 100% of the youth carried forward from the previous program year shall exit in the immediately subsequent program year.

7.10.3 Sub-Grantee shall be required to meet all the performance elements described below to be considered as having met performance:

- a. Ninety percent (90%) of the youth enrolled in GED preparation must complete their GED and obtain a High School credential and measurable skills gain within the program year aligned with this sub-grant agreement period as appropriate to the youth.
- b. Ninety percent (100%) of youth enrolled in training through the award of an ITA scholarship through CSBD must complete their course and obtain their credential within the program year aligned with this sub-agreement period.
- c. 100% of youth enrolled in GED, or post-secondary education which will extend over two (2) program years or which requires more than twelve months of participation to attain the certificate or degree must take a minimum of twelve (12) credits over the course of two sequential semesters and be receiving passing grades to be considered as making progress under the WIOA performance measures and attain a measurable skills gain.
- d. Eighty-Five percent (85%) of the youth in the program during the current program year shall be exited from the program by being placed in the military or post-secondary education or unsubsidized employment at the time of their exit from the WIOA program and shall be retained in the military or post-secondary education or unsubsidized employment through the second (2nd) quarter after exit from the program so as to be considered as having met the "employment measure."
- e. Eighty-Five percent (85%) of the youth who exit the program during the current program year and are placed in the military or post-secondary education or unsubsidized employment at the time of their exit from the WIOA program and shall be retained in the military or post-secondary education or unsubsidized employment through the fourth (4th) quarter after exit from the program so as to be considered as having met the "employment retention measure."
- f. Youth shall be placed in employment at a wage of \$15.00 hour
- g. All employment verification forms submitted as proof of employment must be signed by employers and/or include the source used as proof of income and a copy of the document.

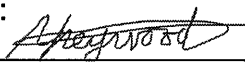
- h. Sub-Grantee's performance calculation shall include all youth entered into the state's data systems. Once youth have been entered into the state's data system, youth may not be excluded from a determination of Sub-Grantee's performance.

END OF AGREEMENT

EXECUTION PAGE

IN WITNESS THEREOF, the parties hereto have made and executed this document on the respective dates under each signature: HELPING ADVANCE AND NURTURE THE DEVELOPMENT OF YOUTH, INC. through its Board (Board, Commission, Executive, as applicable), signing by and through its Chief Executive Officer (Title of Signatory) on the 13 day of June, 2024 and CareerSource Broward signing by and through its President/CEO, following Board Action on the 25th day of April, 2024.

AS TO HELPING ADVANCE AND NURTURE THE DEVELOPMENT YOUTH, INC.:

WITNESSED BY:  L.S.

 L.S.

By: 

(Signature)

Print Name Kirk Brown

Title: Chief Executive Officer

Date: 06/13/2024

AS TO CAREERSOURCE BROWARD:

WITNESSED BY:

 L.S.

 L.S.

By: 

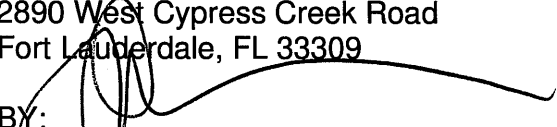
(Signature)

Print Name: Carol Hylton

Title: President/CEO

Date: 06/18/2024

Approved as to form by the CareerSource Broward
General Counsel
2890 West Cypress Creek Road
Fort Lauderdale, FL 33309

BY: 
Rochelle J. Daniels
General Counsel

**Exhibit A-BUDGET
Administration**

07/01/24 - 06/30/25

Reminder: Administration is limited to 4.72%

Note: Totals will automatically calculate when related cells are filled.

Line Item							TOTAL
Personnel							
Salaries *							0
Fringe Benefits							0
Mileage and Travel							0
Staff Incentives							0
Other (Specify)							0
Total Personnel	0	0	0	0	0	0	0
Non Personnel							
Supplies							0
Materials							0
Books							0
Teaching Aids							0
Postage							0
Telephone							0
Maintenance							0
Printing							0
Equipment Rental							0
Equipment Purchase							0
Space Rental							0
Insurance							0
Utilities							0
** Indirect Costs							0
Audit							0
Legal							0
Accounting							0
*Profit							0
Other (specify)							0
Other (specify)							0
Other (specify)							0
Other (specify)							0
Other (specify)							0
Total Non-Personnel	0	0	0	0	0	0	0
Total ADMINISTRATION	0	0	0	0	0	0	0

**Exhibit A Budget
Services**

07/01/24 - 6/30/25

Note: Totals will automatically calculate when related cells are filled.

Line Item						TOTAL
Personnel						
Salaries *	126,500					126,500
Fringe Benefits	23,981					23,981
Mileage and Travel						0
Staff Incentives						0
Other (Specify)						0
Total Personnel	150,481	0	0	0	0	150,481
Non Personnel						
Supplies	727					727
Materials						0
Books						0
Teaching Aids						0
Postage						0
Telephone						0
Maintenance						0
Printing						0
Equipment Rental						0
Equipment Purchase						0
Space Rental						0
Insurance						0
Utilities						0
** Indirect Costs						0
Audit						0
Legal						0
Accounting						0
*Profit						0
Credential Training						0
Other (specify)						0
Background Screening	792					792
Other (specify)						0
Other (specify)						0
Total Non-Personnel	1,519	0	0	0	0	1,519
Total SERVICES	152,000	0	0	0	0	152,000

**Exhibit A BUDGET
SUMMARY**

07/01/24 - 6/30/25

Reminder: Administration is limited to 5%

Note: Items with 0 will automatically calculate when related cells are filled.

Line Item	Annual Expense	Administration	Services
Personnel			
Salaries *	126,500	0	126,500
Fringe Benefits	23,981	0	23,981
Mileage and Travel	0	0	0
Other	0	0	0
Staff Incentives	0	0	0
Total Personnel	150,481	0	150,481
Non Personnel			
Supplies	727	0	727
Materials	0	0	0
Books	0	0	0
Teaching Aids	0	0	0
Postage	0	0	0
Telephone	0	0	0
Maintenance	0	0	0
Printing	0	0	0
Equipment Rental	0	0	0
Equipment Purchase	0	0	0
Space Rental	0	0	0
Insurance	0	0	0
Utilities	0	0	0
** Indirect Costs	0	0	0
Audit	0	0	0
Legal	0	0	0
Accounting	0	0	0
*Profit	0	0	0
Other	792	0	792
Total Non- Personnel	1,519	0	1,519

GRAND TOTAL	152,000
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* Note: This page is READ ONLY. All values are based on calculation from other sheets.

Exhibit A PERSONNEL DETAILS
Salaries

List all positions included and the total amount of wages requested for each cost category. Add more lines if necessary. All allocations of salary across cost categories must be supported by matching job descriptions and a cost allocation plan.

NOTE: Columns with 0 will be automatically calculated when other items are entered.

Job Title	Staff member (if known)	Annual Salary	to Admin Budget	\$ to Admin Budget*	% of Salary to Services Budget	\$ to Services Budget**	from Other WorkForce	Salary from	Sources of Funding***	(Must total)	Total \$
EX: Case Manager	Jane Doe	\$26,000	10	\$2,600	100.00%	\$0	10	\$2,600	\$0	100	\$26,000
Success Coach	Shirley Francois - Success Coach	\$54,500			100.00%	\$0				100	\$0
Success Coach	Latifsha Williams - Success Coach	\$54,500			100.00%	\$54,500				100	\$54,500
Program Manager	Rashani Boynton-Program Manager	\$70,000			25.00%	\$17,500	75%	\$52,500		100	\$70,000
										100	\$0
										100	\$0
TOTALS						\$126,500		\$52,500		\$0	\$179,000

*Total must match the total salaries on Administration Budget (Budget Sheet #1)

**Total must match the total salaries on Services Budget (Budget Sheet #2)

***Include all non-Workforce One Funds

Exhibit A PERSONNEL DETAILS
Fringe Benefits

Enter fringe benefits for all positions listed on Budget page 4. Add more lines if necessary.
NOTE: Columns W thru U will be automatically calculated when other items are entered.

Job Title	Staff member (if known)	Total Salary	Total Fringes	% of Fringes compared to Salary	% of Fringes to Admin Budget	\$ for fringes to Admin Budget*	% of Fringes to Services Budget**	\$ to for Fringes Services Budget**	% of Fringes from other WorkForce One Programs	\$ for Fringes from other WorkForce One Programs	% of Fringes from Other Sources Funding **	\$ for Fringes from Other Sources ***	Total % (Must total 100)	Total \$
EX: Case Manager	Jane Doe	\$25,000	\$4,680	18%	10	\$468	100.00%	\$0	10	\$468	30	\$1,404	100	\$4,680
Success Coach	Shirley Francois, Success Coach	\$54,500	\$10,507	19%			100.00%	\$10,507					100.00%	\$10,507
Success Coach	Larisha Williams, Success Coach	\$54,500	\$10,507	19%			100.00%	\$10,507					100.00%	\$10,507
Program Manager	Raehani Boynton- Program Manager	\$70,000	\$11,866	17%			25.00%	\$2,966			75%	\$8,899	100.00%	\$11,866
								\$0						\$0
								\$0						\$0
								\$23,981				\$8,899		\$32,880

*Total must match the total fringes on Administration Budget (Budget Sheet #1)

**Exhibit A BUDGET
Non-Personnel Costs**

07/01/24 - 06/30/25

Itemize any items in your budget under the categories listed and provide cost breakdown.
Add more lines if necessary.

Note: Items with 0 will automatically calculate when related cells are filled.

Cost Category*	Item	Quantity	Unit Cost	Total Cost**
EX: Equipment Purchase	staff desks	10	\$400	\$4,000
<u>Supplies</u>	General Office Supplies: Pens, Pencils, Copy Paper etc.	1	\$727	\$727
	for the year			
<u>Materials</u>				
<u>Books</u>				
<u>Teaching Aids</u>				
<u>Credential Training</u>				
<u>Telephone</u>				
<u>Maintenance</u>				
<u>Printing</u>				
<u>Equipment Rental</u>				
<u>Equipment Purchase</u>				
<u>Space Rental</u>				
<u>Other</u>	Background Checks for Youth	12	66	792
<u>Computer Equipment</u>				
Total				\$1,519