



Tim Ryan
Commissioner
Board of County Commissioners
Chair
CareerSource Broward
Council of Elected Officials

June 18, 2018

Josh Levy
Mayor, City of Hollywood
Vice Chair
CareerSource Broward
Council of Elected Officials

Mr. Kirk Brown, CEO
Helping Abused, Neglected, Disadvantaged Youth, Inc.
501 N.E. 8th Street
Fort Lauderdale, FL 33304

Dean Trantalis
Mayor, City of Fort Lauderdale
Chair Pro Tem
CareerSource Broward
Council of Elected Officials

Re: Amendment No. Three to
Agreement No. 2015-2016-CR-WIOA-OSY-54000

Frank Ortis
Mayor, City of Pembroke Pines
Chair
Broward Workforce
Development Board, Inc.

Dear Mr. Brown:

Mason C. Jackson
President/CEO
CareerSource Broward

Enclosed please find a fully-executed copy of the above referenced agreement signed by the CSBD President/CEO.

Sincerely yours,

Rochelle Daniels
General Counsel

RJD/kar

Enclosure

CareerSource Broward
Administrative Office
2610 West Oakland Park Boulevard
Oakland Park, FL 33311
P: 954.202.3830 | F: 954.497.1588

AMENDMENT NO. THREE

TO

AGREEMENT NO. 2015-2016-CR-WIOA-OSY-54000

(PROGRAM YEAR 2018-2019)

BETWEEN

CAREERSOURCE BROWARD

AND

HELPING ABUSED, NEGLECTED, DISADVANTAGED YOUTH, INC.

(SUBRECIPIENT)

THIS IS NOT AN AGREEMENT FOR RESEARCH AND DEVELOPMENT

DUNS #	965744311
FEDERAL AWARD IDENTIFICATION (FAIN) #	AA-26773-15-55-A-12
FEDERAL AWARD DATE	4/1/2015
TOTAL FEDERAL AWARD	\$101,500.00
FEDERAL AWARDDING AGENCY	US Department of Labor
CFDA #	17.259
PASS THROUGH ENTITY	Department of Economic Opportunity
CONTRACTING OFFICER	Mason Jackson
CONTACT INFORMATION	Per Notice Section in the Agreement

AMENDMENT NO. THREE TO
AGREEMENT NO. 2015-2016-CR-WIOA-OSY-54000
(PROGRAM YEAR 2018-2019)

BETWEEN

CAREERSOURCE BROWARD

AND

HELPING ABUSED, NEGLECTED, DISADVANTAGED YOUTH, INC.

THIS IS A SUBRECIPIENT AGREEMENT
THIS IS NOT A RESEARCH AND DEVELOPMENT CONTRACT

THIS IS AMENDMENT NUMBER THREE TO AGREEMENT NO. 2015-2016-CR-WIOA-OSY-54000, entered into the 4th day of March, 2016 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 2610 Oakland Park Blvd., Oakland Park, Florida 33311, and Helping Abused, Neglected, Disadvantaged Youth, Inc. (H.A.N.D.Y.) hereinafter referred to as Contractor, existing under and by virtue of the laws of the State of Florida as a non-profit entity, having its principal office at 501 N.E. 8th Street, Fort Lauderdale, FL 33304, to begin on the date this Amendment is executed by the parties.

WITNESSETH THAT:

WHEREAS, CareerSource Broward and Contractor entered into an Agreement effective March 4, 2016; and,

WHEREAS, the CareerSource Broward governing boards approved the renewal of this Agreement at a regularly scheduled meeting on, May 24, 2018 for an additional one (1) year term subject to terms and conditions of this Amendment; and,

WHEREAS, the Broward Workforce Development Board, Inc., and the CareerSource Broward Council of Elected Officials have approved an increase to contractor's budget to cover the costs for the period of the extension;

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 agree to amend Contractor's Agreement No. 2015-2016-CR-WIOA-OSY-54000 as follows:

1. Article 3, Fiscal Management, is amended by replacing section 3.2.1, a. with the corresponding paragraph and section numbered 3.2.1 a. below:

3.2 Compensation

3.2.1 Total Compensation

- a. The total funds allocated for the program to be operated under this Agreement shall be for the period of July 1, 2018 – June 30, 2019 shall be one hundred one thousand, five hundred dollars and zero cents (\$101,500.00). Funds shall be spent in accordance with the budget attached hereto as Exhibit B.

2. Article 4, Notice is amended at section 4.8, paragraph 4.8.1 to update the contact address as follows:

4. Notice

4.8.1 Notice to CSBD

All notices required to be given to CSBD under this Agreement shall be sufficient when hand delivered or mailed to CSBD at its office at 2610 Oakland park Blvd., Oakland Park, FL 33311, addressed to the CSBD President/CEO with a copy to be forwarded to the Senior Vice President of Operations.

3. Article 5, Program Requirements, Section 5.16.1 is amended substitute the following for Article 5, Section 5.16.1 in the original Agreement as follows:

5.16 Agreement Term

- 5.16.1 The term of this Amendment shall begin on July 1, 2018 and shall end on June 30, 2019. Additional renewals will be subject to CSBD governing board approval.

4. Article 7, Program Description, is amended by striking the language to be omitted and underscoring the language to be added as follows:

ARTICLE 7

7.1 Program Description

Contractor shall provide two (2) Navigator/Case Managers who shall identify twenty-five (25) out-of-school youth (OSY) currently in a program being provided by Contractor. 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 includes youth carried forward from the previous contract period. In addition to the services provided by Contractor 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 Contractor shall identify and enroll twenty-five (25) WIOA eligible OSY from among youth currently receiving services through Contractor's other programs. Youth carried forward from Program Year 2016-2017 shall continue to be served and shall count toward the number of youth to be served during Program Year 2017-2018. As youth are exited from the program Contractor shall refill the slot within forty-five (45) days of the slot being open so as to maintain an average case level of twenty-five youth. Contractor shall not over-enroll into the program funded by this Agreement, but shall strive to maintain a consistent caseload of twenty-five youth by enrolling a new youth participant following the exit of a currently enrolled participant. Including youth carried forward Contractor may serve up to Thirty-Five (35) youth.

7.2.2 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.

7.2.3 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.

7.2.4 Contractor 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.

7.2.5 Contractor shall be responsible for explaining the relationship between CSBD, Contractor, 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

7.3.1 Contractor shall be responsible for participant eligibility certification, which shall include an eligibility determination and assessment in accordance with WIOA.

7.3.2 To the extent that any of the youth in Contractor'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."

7.3.3 Contractor shall work with the youth until the youth meets the WIOA performance requirements for exit. Contractor shall refill the slot within forty-five (45) days following the exit of a currently enrolled youth.

7.3.4 Contractor shall be responsible for assisting the youth and assembling the documentation necessary for WIOA eligibility determination.

7.3.5 All youth to be recruited and enrolled in this program must meet WIOA eligibility criteria for out-of-school youth. Eligible out-of-school youth:

7.3.6 Eligible youth for purposes of this contract must first be determined as "out of school" and then must meet the additional WIOA eligibility criteria as described below:

- a. Only youth who are at least 17 years old, but not have reached the age of 24 years at time of enrollment, are considered OSY and may participate in the program if they meet the herein described criteria.
- b. Contractor must determine OSY status prior to determining WIOA eligibility. 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 Contractor's program.
 - i. Youth enrolled into the program may not be attending any school at the time of eligibility determination.
 - ii. Youth in secondary school must not have attended for the immediately preceding school semester at the time of enrollment to be considered an out of school youth.

- iii. Youth enrolled during the summer in between school years, shall be considered ISY if they are enrolled to continue school in the fall. This includes registration in postsecondary education, even if the youth has not yet begun postsecondary classes at the time of WIOA program enrollment and will not be eligible for Contractor's program. GED is not considered post-secondary education.
- iv. 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 point that the youth decided not to attend post-secondary education.
- v. 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 Contractor's program.
- vi. Youth enrolled in non-credit-bearing postsecondary classes, are not considered to be attending postsecondary school and may be enrolled into Contractor's program as an OSY.
- vii. Youth enrolled in dropout re-engagement programs, 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 Contractor's program.

7.3.7 Once a determination is made that a youth is an OSY, Contractor must then determine that the youth is WIOA eligible. OSY are eligible if they meet one of the below described criteria:

- a. A high school dropout, or
- b. A youth who is within the age of compulsory school attendance, who has not attended school for at least the most recent complete school year calendar quarter (based on how the local school district defines its school year quarters), or
- c. An individual who is an offender as defined in Article 2.
- d. A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under Section 477 of the Social Security Act, or an individual who is in an out-of-home placement, or has left foster care for kinship guardianship or adoption, or

- e. An individual who is pregnant or parenting. An individual who is parenting can be a mother or father, custodial or non-custodial, or
- f. An individual with a documented disability, or
- g. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual as defined below **and** is either basic skills deficient or an English language learner.
 - i. Low income for purposes of eligibility means an individual who:
 1. 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, Supplemental Nutrition Assistance under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), or
 2. 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 WTP assistance (Temporary Assistance for Needy Families under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), or
 3. 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 Supplemental Security Income under Title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or
 4. 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 State or local income-based public assistance, or
 5. Is a homeless individual pursuant to Section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or
 6. Is a homeless youth pursuant to Section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), or
 7. Is a foster child on behalf of whom State or local government payments are made, or
 8. Is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement, or

9. Lives in a high-poverty area as defined by the USDOL and the State of Florida
 10. Is in a family with a total family income that does not exceed the higher of (I) the poverty line or (II) 70 percent of the lower living standard income level.
 11. Who has a child, and the child is receiving free or reduced lunch based upon an individual determination by a school that the youth is eligible for free or reduced lunch.
- ii. Youth identified as a family of one for purposes of income calculations in the determination of WIOA eligibility shall be:
1. Disabled with a documented disability, or
 2. Documented by an independent third party, and
 3. Provide corroborating documentary support from a non-family member attesting to the fact that they have direct knowledge that the youth is no longer living at home, such as a notarized statement from a pastor, group home director, or other reliable individual with direct knowledge of the youth's circumstances.
 4. Without the above documentation, the youth's entire family income must be included in the calculation of income for purposes of eligibility determination.

7.3.8 Youth determined OSY and meeting the WIOA eligibility criteria must also:

- a. Be U.S. citizens or legally permitted to work in the United States and be able to provide the requisite documentation.
- b. Must be residents of Broward County.
- c. Be registered for the selective services, if the youth is eighteen (18) years of age and was born male. Contractor shall assist youth in registering register for the selective service if the youth has not registered at the time of WIOA enrollment.

7.3.9 Upon enrollment into the program, Contractor shall ask youth to provide current contact information. Information should include, but not be limited to: name, address, and phone/cell phone number of relative not living in youth's household, best friend's cell phone number, youth's email address, Facebook, and Twitter accounts, etc., if applicable.

- 7.3.10 In the event a youth identified by Contractor is not enrolled into the WIOA program, Contractor may refer the youth to the CSBD centers for information and referral in accordance with WIOA requirements.
- 7.3.11 Prior to enrollment into WIOA and as a part of the identification process Contractor 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.
- 7.3.12 Individuals entering the program will begin with a thorough intake and assessment process which shall consist of the following:
- a. A review of all eligibility 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 basic skills assessment to determine the youth's basic skill levels unless the youth has taken a TABE or other basic skills assessment identified as acceptable by the State of Florida DEO within twenty-four (24) months of enrollment into the WIOA program, or such other period as determined by the State of Florida.
 - i. For youth who require a basic skills assessment the TABE or other acceptable assessment must be completed prior to enrolling the youth into the program.
 - ii. Youth scoring below an 8.9 grade level in English Literacy or Computing (math) on their basic skills assessment shall be provided with basic skills remediation and shall be required to attain a functional grade gain within twelve (12) months of enrollment into the program and prior to exit, in either English Literacy or Math, as required in order to meet WIOA performance.
 - aa. Youth who are deficient in English reading, writing or computing (math) skills at entry into the program and attain a functional grade gain in either literacy or math within their first twelve months in the program but are not ready to exit the program must gain a functional grade gain in either English or Math, as necessary to reach a 9.0 grade level before their second anniversary in the program.

- bb. To meet performance youth must exit into employment or postsecondary school or the military before their second anniversary in the program.
- iii. The Navigator shall use the TABE test results to determine the youth's basic skills remediation needs.
- iv. For youth needing basic skills remediation the Navigator shall include program activities such as computer assisted instruction and/or tutoring as a part of the menu of services to be provided to the youth.
- v. 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.
- vi. 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 the WIOA program but shall be referred, as appropriate, or provided the assistance through Adult Literacy to remediate their basic skills levels.
- vii. The Navigator shall assure that youth enrolled into the WIOA program 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.
- viii. Youth shall complete intake at Contractor's program location so they can get to know the program staff and be exposed to the family friendly environment and facility.

7.3.13 Contractor shall enter participant registration for WIOA youth into the Employ Florida tracking system. Once a participant is entered into the Employ Florida system this will constitute an official enrollment into the program, and the data will be used when computing contractor's performance.

7.3.14 Contractor shall not register participants into Employ Florida until all the eligibility documentation has been collected.

7.3.15 Contractor 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 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.

7.3.16 Following eligibility determination, the Navigator shall develop an Individual Service Strategy Plan (ISS) and Career Pathways plan for each youth to be enrolled in the program.

- a. Upon identification as a candidate for the WIOA program the Navigator shall work with Contractor's case manager who will assess the youth for any emergency needs and begin working on addressing those issues prior to WIOA enrollment.
- b. 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 Contractor's other resources.
- c. 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.
- d. The planning process 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.
- e. The plans shall be used to track each youth's progress in the individual components of the program design.
- f. The ISS must be updated and may be modified as needed to reflect participant's progress in program activities and their achievement of program goals.

7.3.17 The Navigator shall create a youth file using CSBD's document management system (DMS). Contractor may maintain a hard copy at their option within the youth file maintained by Contractor that shall be kept at Contractor's site.

7.3.18 Youth shall receive an orientation at the beginning of the program.

- a. Contractor's youth case manager shall be included the orientation.

- b. The Navigator shall review the program activities and goals identified during assessment and shall review them with the youth participant and record the youth's agreement with the options presented in Employ Florida 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, Contractor 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. Contractor 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 Contractor'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 Contractor's program. Activities may be concurrent or sequential as appropriate for the youth.

7.4.2 The Navigator shall incorporate WIOA services into the LIFE Assessment developed by the Anne E. Casey Foundation which guides services to be provided to the youth. The LIFE Assessment helps youth self-evaluate the following:

- a. Whether they are able to maintain healthy relationships
- b. Whether they have good work and study habits

- c. Whether they have planning and goal setting ability
- d. Whether they are knowledgeable about the community resources available to them
- e. Whether they have budgeting skills and are able to pay their bills
- f. Whether they have computer literacy
- g. Whether they 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 Contractor's youth case manager to address the youth's progress in the program along with the youth's progress in Contractor'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 Contractor'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. Work experience, internships and on-the-job training.
 - i. CSBD shall provide Contractor with a budget for work experience (paid internships) and on the on-the-job training (OJT) activities for the youth in the program. Contractor shall be responsible for committing and spending one hundred percent (100%) of the funds allocated for this activity.
 - ii. 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.
 - iii. Contractor 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.
- iv. 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.
 - v. The work experience may be with a public, private not for profit or for profit sector employer willing to serve as a host worksite.
 - vi. Youth in Contractor 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.
 - vii. 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.
 - viii. 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 thirty-five (35) hours per week with a job aligned with the youth's career pathway. 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, after which the youth shall be considered placed and shall be exited from the WIOA program.

- ix. The Navigator shall be responsible for tracking and monitoring participants' hours of work on a weekly basis, maintaining signed time sheets for the youth which shall be submitted to CSBD in accordance with a predetermined schedule so that the youth can be paid.
- x. Contractor 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.
- xi. 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.
- xii. 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.
- xiii. 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.
- xiv. Navigator's may develop and provide youth with an internship as appropriate to the youth's career pathway. The internship shall be treated as a work experience for purposes of payments to the youth.
- xv. 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.
- xvi. 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.
- xvii. Contractor shall use the CSBD host worksite agreement when placing youth at external worksites.
- xviii. Contractor may serve as a host worksite for work experience. In such instance Contractor 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.

- d. Youth without a High School credential will be encouraged to return to high school or alternative school to complete their high school credential.
- e. Youth with a High School credential will be placed into employment full-time or encouraged to enroll into post-secondary educational options.
- f. Youth who are seeking employment will receive employability skills training and will be placed into an OJT as appropriate.
- g. Youth engagement activities provided by Contractor 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.
- h. 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.
- i. As appropriate to the youth the Navigator will commit WIOA paid for services as follows:
 - i. Tutoring for youth enrolled in Contractor'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 Contractor.
 - 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 Contractor.

- 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. A referral to Junior Achievement for entrepreneurial training coupled with financial literacy training. The Navigator shall coordinate with Junior Achievement to determine the schedule for the youth's training and with the CSBD Youth Program Manager who shall arrange for payment to Junior Achievement.
 - v. A referral to Junior Achievement for leadership training coupled with financial literacy training. The Navigator shall coordinate with Junior Achievement to determine the schedule for the youth's training and with the CSBD Youth Program Manager who shall arrange for payment to Junior Achievement.
 - vi. 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.
- j. 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. Contractor 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. Contractor 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. Contractor agrees that if this Agreement is renewed, Contractor 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.

k. 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 Contractor 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 Contractor 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. Contractor 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. Contractor 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 Contractor'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 Contractor'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. 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.
- 7.6.3 Incentive or other payments to students shall be issued by the CSBD Fiscal Department.
- 7.6.4 Each participant shall be awarded a certificate of participation and completion.
- 7.6.5 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. Snacks each afternoon and meals during life skills classes.
 - c. Saturday tutoring sessions and field trips.
 - d. Gas cards for youth who have vehicles, valid insurance and vehicle registration so they can get to school, work, daycare, and program activities.
- 7.6.6 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 Contractor of payment dates and amounts. Contractor shall be responsible for keeping verified time and attendance documentation and for coordinating payroll distribution with CSBD Finance department staff.
- 7.7.2 Contractor's Navigator will be responsible for monitoring and making sure that the youth while in a work experience/internship fill out time sheets daily. The Navigator must approve and co-sign participant time sheets before submitting them to CSBD.
- 7.7.3 Youth shall be paid via a bank/pay card.
- 7.7.4 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 Contractor's programs shall be processed in accordance with the procedure agreed to between CSBD and Contractor.
- 7.7.5 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 Contractor. Students may not make up vacation, holiday, or sick time hours. The Navigator shall assure the youth and worksites are aware of this rule.
- 7.7.6 Contractor shall meet with CSBD monthly to review files, youth progress and data entry.

- 7.7.7 Contractor 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.
- 7.7.8 All barriers as defined by WIOA and eligibility information shall be recorded in Employ Florida.
- 7.7.9 Contractor 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.
- 7.7.10 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.
- 7.7.11 Contractor 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.
- 7.7.12 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.

- 7.7.13 Contractor 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.
- 7.7.14 All absenteeism and tardiness shall be documented in the Navigator's case notes.

7.8 Program Staffing

- 7.8.1 Contractor shall hire the Navigators to be funded under this Agreement as Contractor staff, and they shall be dedicated to meeting the project objectives.
- 7.8.2 Contractor shall hire staff in a timely manner in order to assure that the program is fully staffed. Contractor 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 Contractor'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 Contractor shall provide a copy of the Agreement work statement to the Navigators and Contractor'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 Contractor 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.
- 7.9.2 All program activities shall conform to the health and safety regulations established by the State of Florida.
- 7.9.3 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.

- 7.9.4 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.
- 7.9.5 All program sites shall be accessible to people with disabilities.
- 7.9.6 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 Contractor's performance.
 - f. Contractor 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.

7.9.7 Contractor shall perform customer satisfaction surveys. Copies of the surveys must be shared with the CSBD Youth Program Manager.

7.9.8 Contractor shall measure customer satisfaction through other means as determined by Contractor and the Navigator.

7.10 Performance

7.10.1 Contractor shall be required to meet all the performance elements described below to be considered as having met performance:

- a. Zero Error Monitoring Findings

Contractor shall make all corrective actions, as a result of findings identified by (1) Contractor through their own required internal monitoring, (2) the CSBD Youth 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, or of funds received, and no more than five percent (5%) of the Contractor's data entry may be untimely or incorrect as determined by the CSBD Youth Program Manager.

- b. Enrollment Goals – Contractor shall ensure that twenty-five (25) out-of-school youth 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.
- c. Seventy-five percent (75%) of the youth scoring below an 8.9 grade level on their TABE or other approved basic skills assessment shall attain a functional grade gain as described herein within twelve (12) months of their enrollment into WIOA. Youth shall attain a functional grade gain until reaching 9th grade functionality in English Literacy and/or computing (math) during each twelve (12) month period they are enrolled in the program if they participate for longer than twelve (12) months.
- d. Seventy-five percent (75%) of the youth enrolled in GED preparation must complete their GED and obtain a High School credential.
- e. Seventy-five percent (75%) of youth enrolled in an ITA scholarship through CSBD must complete their course and obtain their credential.

- f. Youth enrolled in 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.
- g. Ninety percent (90%) of the youth exited from the program into a post-secondary training program must either be retained (still attending training) in the fourth (4th) quarter after exit from the program or in the alternative be employed or in the military in the fourth (4th) quarter after exit and earning a minimum of nine dollars (\$9.00) an hour.
- h. Ninety percent (90%) of the youth enrolled 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."
- i. Ninety percent (90%) of the youth placed into employment, education or the military by the second (2nd) quarter after exit shall be retained in employment, the military, education or unsubsidized employment through the fourth (4th) quarter after exit.
- j. At such time as State of Florida determines the median wage required to meet the "youth median wage" measure, CSBD will inform Contractor and may request an adjustment to paragraph g. above for youth who have not yet exited the program. Contractor shall then be required to place youth in employment at a wage rate that will result in Contractor's attainment of the measure.
- k. 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.
- l. Contractor'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 Contractor's performance.

4. All provisions of said Agreement, which are not in conflict with this Amendment, shall continue to be enforced in accordance with the terms and conditions therein.
5. This Amendment and all its attachments are made a part of said Agreement.
6. The effective date of this Amendment shall be the date on which it has been signed by all the parties.

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 ABUSED, NEGLECTED, DISADVANTAGED YOUTH, INC. through its EXECUTIVE (Board, Commission, Executive, as applicable), signing by and through its CEO (Title of Signatory) following Board action on the 18 day of JUNE, 2018, and CareerSource Broward signing by and through its President/CEO, following Board Action on the 24th day of May, 2018.

AS TO HELPING ABUSED, NEGLECTED, DISADVANTAGED YOUTH, INC.:

WITNESSED BY:

Maryline Brown Webster L.S.
Sharon D L.S.

BY: [Signature]
TITLE: CHIEF EXECUTIVE OFFICER
DATE: JUNE 18, 2018

AS TO CAREERSOURCE BROWARD:

WITNESSED BY:

Amy L.S.
Kathya Bedford L.S.

BY: [Signature]
(Signature)
MASON C. JACKSON
TITLE: PRESIDENT/CEO
DATE: 6-18-18

Approved as to form by the CareerSource Broward
General Counsel
2610 West Oakland Park Blvd.
Oakland Park, FL 33311

BY: [Signature]
Rochelle J. Daniels
General Counsel

HANDY
Services

7/1/18
- 6/30/19

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

Line Item	Personnel			TOTAL
Salaries *	\$	83,900		\$ 83,900
Fringe Benefits	\$	17,600		\$ 17,600
Mileage	\$	-		\$ -
Staff Incentives				
Total Personnel	\$	101,500	\$	\$ 101,500
Non-Personnel				
Supplies				
Bus Passes				
Incentives				
Teaching Aids				
Credential training				
Postage				
Telephone				
Maintenance				
Printing				
Equipment Rental				
Equipment Purchase				
Space Rental				
Insurance				
Utilities				
** Indirect Costs				
Audit				
Legal				
Accounting				
***Profit				
Background Screening				
Subcontractor				
Total Non-Personnel	\$	-	\$	\$ -
Total SERVICES	\$	101,500	\$	\$ 101,500

*** Note that all gray areas are read only and can not be changed.

**HANDY
Administration**

7/1/18 - 6/30/19

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

Line Item				TOTAL
Personnel				
Salaries *	\$ -			\$ -
Fringe Benefits	\$ -			\$ -
Mileage	\$ -			\$ -
Staff Incentives				
Total Personnel	\$ -	\$ -	\$ -	\$ -
Non Personnel				
Supplies				\$ -
Materials				\$ -
Books	\$ -			\$ -
Teaching Aids	\$ -			\$ -
Credential training				\$ -
Postage	\$ -			\$ -
Telephone	\$ -			\$ -
Maintenance	\$ -			\$ -
Printing				\$ -
Equipment Rental	\$ -			\$ -
Equipment Purchase				\$ -
Space Rental	\$ -			\$ -
Insurance	\$ -			\$ -
Utilities	\$ -			\$ -
** Indirect Costs	\$ -			\$ -
Audit				\$ -
Legal	\$ -			\$ -
Accounting	\$ -			\$ -
***Profit	\$ -			\$ -
Background Screening	\$ -			\$ -
Subcontractor	\$ -			\$ -
Total Non-Personnel	\$ -	\$ -	\$ -	\$ -
Total SERVICES	\$ -	\$ -	\$ -	\$ -

*** Note that all gray areas are read only and can not be changed.

**HANDY
Salaries**

List all positions included and the total amount of wages requested for each cost category. 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	Year 1	% of Salary to Admin Budget	\$ to Admin Budget*	% of Salary to Services Budget	\$ to Services Budget**	% of Salary from CareerSource Broward Programs	\$ from other CareerSource Programs	% of Salary from Other Sources of Funding**	\$ to Other Sources of Funding***	Total % (Must total 100)	Total \$
EX: Case Manager	Jane Doe	\$ 26,000	\$ 26,000	10	\$ 2,600	50	\$ 13,000	10	\$ 2,600	30	\$ 7,800	100	\$ 26,000
TIL Job - Career Coach	Karlos Barnes	\$ 37,000	\$ 37,000		\$ -	100.00%	\$ 37,000		\$ -		\$ -		\$ 37,000
TIL Job - Career Coach	Miriam Cotton	\$ 37,000	\$ 37,000		\$ -	100.00%	\$ 37,000		\$ -		\$ -		\$ 37,000
Director of Education & Career Development	Yushika Florence	\$ 50,000	\$ 50,000		\$ -	8.00%	\$ 4,000		\$ -	92.00%	\$ 46,000		\$ 50,000
Quality Assurance Manager	Cynthia Gilmore	\$ 48,000	\$ 48,000		\$ -	5.00%	\$ 2,400		\$ -	95.00%	\$ 45,600		\$ 48,000
Chief Program Officer	Noelia Cabrera	\$ 70,000	\$ 70,000		\$ -	5.00%	\$ 3,500		\$ -	95.00%	\$ 66,500		\$ 70,000
TOTALS					\$ -		\$ 83,900	100.00%	\$ -		\$ -		\$ 242,000

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

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

****Include all non-CareerSource Broward Funds

HANDY Fringe

Enter fringe benefits for all positions listed on Budget page 4. Add more lines if necessary.
 NOTE: Columns with 0 will be automatically calculated when other items are entered.

Job Title	Staff member (if known)	Annual Salary	Year 1	Total Fringe	% of Fringe compared to Salary	% of Fringe to Admin Budget*	\$ for Fringe to Admin Budget**	% of Fringe to Services Budget**	\$ for Fringe to Services Budget**	% of Fringe from other CareerSource Broward Programs	\$ for Fringe from other CareerSource Broward Programs	% of Fringe from other Sources of Funding**	\$ for Fringe from other Sources of Funding**	% of Fringe from Other Sources***	Total \$
EX: Case Manager	Jane Doe	\$ 37,000	\$ 37,000	\$ 4,880	13%	10%	\$ 468	50%	\$ 2,340	0.00%	\$ 10	0.00%	\$ 30	1.40%	\$ 4,910
TIL Job - Career Coach	Karlos Barnes	\$ 37,000	\$ 37,000	\$ 7,770	21.00%	0.00%	\$ -	100.00%	\$ 7,770	0.00%	\$ -	0.00%	\$ -	-	\$ 7,770
TIL Job - Career Coach	Miriam Cotton	\$ 50,000	\$ 50,000	\$ 10,500	21.00%	8.00%	\$ 840	100.00%	\$ 840	0.00%	\$ -	82.00%	\$ 9,660	19.32%	\$ 10,500
TIL Job - Director of Education & Career Development	Yushika Florence	\$ 48,000	\$ 48,000	\$ 10,080	21.00%	0.00%	\$ 0	5.00%	\$ 504	0.00%	\$ -	85.00%	\$ 9,576	19.93%	\$ 10,080
TIL Job - Quality Assurance Manager	Cynthia Gilmore	\$ 70,000	\$ 70,000	\$ 14,700	21.00%	0.00%	\$ 0	4.87%	\$ 716	0.00%	\$ -	85.13%	\$ 13,984	19.99%	\$ 14,700
TIL Job - Chief Program Officer	Noelia Cabrera														
TOTALS															

*Total must match the total Fringe on Administration Budget (Budget Sheet #1)
 **Total must match the total Fringe on Services Budget (Budget Sheet #2)
 ***include all non-WorkForce One Funds

Itemize any items in your budget under the categories listed and provide cost breakdown.

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

Cost Category*	Item	Quantity	Unit Cost	Total Cost**
EX: Distance Travelled (Per employee)	Pompano to Fort Lauderdale	8 miles	\$0.445 (Mileage rate)	\$3.56
Travel for Agency Administrative Staff to Training/Meetings				
				\$ -

* Must match categories on budget pages 1-3

** Must match totals on Budget Summary, Budget Page 3

Itemize any items in your budget under the categories listed and provide cost breakdown.

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

Cost Category*	Item	Quantity	Unit Cost	Total Cost**
EX: Supplies	Paper	50	\$25	\$1,250
HANDY:				
Travel - Agency Staff				
			\$ -	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

* Must match categories on budget pages 1-3
 ** Must match totals on Budget Summary, Budget Page 3

Summary

Line Item	Annual Expense	Administration	Services
Personnel			
Salaries *	\$ 83,900	\$ -	\$ 83,900
Fringe Benefits	\$ 17,600	\$ -	\$ 17,600
Mileage	\$ -	\$ -	\$ -
Staff Incentives	\$ -	\$ -	\$ -
Total Personnel	\$ 101,500	\$ -	\$ 101,500
Non Personnel			
Supplies			
Bus Passes			
Incentives			
Teaching Aids			
Credential training			
Postage			
Telephone/Internet/Fax			
Maintenance			
Printing			
Equipment Rental			
Equipment Purchase			
Space Rental			
Insurance			
Utilities			
** Indirect Costs			
Audit			
Legal			
Accounting			
***Profit			
Background Screening			
Subcontractor			
Total Non- Personnel	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 101,500	\$ -	\$ 101,500