

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

Status: ORIGINAL

2025-06-17	Regular School Board Meeting
CATEGORY:	FF. Financial Management
DEPARTMENT:	Grants Administration

Agenda Item Number:	FF-5.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:	First Amendment to the CareerSource Broward OSY Program Agreement
REQUESTED ACTION:	Approve the First Amendment to the Out-of-School Youth Agreement between The School Board of Broward County, Florida and CareerSource Broward. District-wide.

RATIONALE:

For the Requested Actions, Background/History. Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

Executive Summary
Agreement

FINANCIAL IMPACT:

There is no additional financial impact to the District.

STRATEGIC PLAN ALIGNMENT:**Student Focus Outcomes**

College and Career Readiness/Acceleration

OR Business Operations

BOARD ACTION:

(For Official School Board Records Only)

APPROVED

SOURCE OF ADDITIONAL INFORMATION

Name: Romaneir Johnson	Phone: 754-321-1990
Name: Dr. Angela R. Fulton	Phone: 754-321-2100

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Romaneir Johnson, Chief Financial Officer

Signature

Romaneir Johnson, Chief Financial Officer

Electronic Signature

Form \$4189 Revised 7/24

HH/JJS

Approved in

Open Board

Meeting On:

June 17, 2025

By:

School Board Chair

AMENDMENT NO. 1
TO
SUB-GRANT AGREEMENT NO. 2024-2025-CR-WIOA-OSY-2335
(PROGRAM YEAR 2025 – 2026)
BETWEEN
CAREERSOURCE BROWARD
AND
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

UNIQUE ENTITY ID#	HN1YXDE1L556
FEDERAL AWARD IDENTIFICATION / FAIN#	23A55AY000003
FEDERAL AWARD DATE	4/1/2024
TOTAL FEDERAL AWARD	\$2,021,353
FEDERAL AWARDDING AGENCY	USDOL
CFDA#	17.259
PASS THROUGH ENTITY	Florida Department of Commerce
CONTRACT OFFICER	Carol Hylton
CONTACT INFORMATION	2890 W. Cypress Creek Road, Fort Lauderdale, FL 33309

This Workforce Innovation and Opportunity Act Sub-Grant Agreement is fully supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling \$2,021,353. Pursuant to the Steven’s Amendment 100% of the funds support this program are federal funds.

THIS AMENDMENT TO SUB-GRANT AGREEMENT NO. 2024-2025-CR-WIOA-OSY-2335, which was entered into the 21st day of August, 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 (hereinafter "Council") and the Broward Workforce Development Board, Inc., (hereinafter "BWDB") having its principal office at 2890 W. Cypress Creek Road, Fort Lauderdale, FL 33309 and THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA hereinafter referred to as "SUB-GRANTEE", existing under and by virtue of the laws of the State of Florida as a public body politic, having its principal office at 600 S.E. Third Avenue, Fort Lauderdale, FL 33301, to begin on the date this Agreement is executed by the parties and to terminate June 30, 2026.

RECITALS

WHEREAS, CSBD and Sub-Grantee entered into an Agreement effective August 21, 2024 to serve out-of-school youth under the Workforce Innovation and Opportunity Act of 2014; (WIOA 29 U.S.C. Sec. 3101, et. Seq. Public Law 113-128); and

WHEREAS, CSBD wishes to amend the existing Agreement to extend the term of the Sub-Grant Agreement with Sub-Grantee through June 30, 2026, for the continuation of the youth program and to provide funds for the period of the extension as described herein; and

WHEREAS, at their meeting on April 24, 2025, the CSBD governing boards approved an Amendment to extend Agreement No. 2024-2025-CR-WIOA-OSY-2335;

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:

1. Article 3, Fiscal Management, Section 3.2.1 Total Compensation is amended by replacing Sub-section 3.2.1 Subparagraph a. in its entirety with the underscored language as follows:

3.2.1 Total Compensation

- a. The compensation awarded for the out-of-school youth program funded under this Sub-Grant Agreement for the renewal period shall be Three Hundred and Fifty Thousand Dollars and zero cents (\$350,000.00), in accordance with the budget attached hereto as Exhibit A.

2. Article 5, Program Requirement, Section 5.17 Sub-Grant Agreement Term, Sub-sections 5.17.1, 5.17.2 and 5.17.3 are replaced in their entirety to incorporate the underscored language below as follows:

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, 2026.

5.17.2 The term of this Sub-Grant Agreement may be extended for three additional one-year periods.

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 be extended from June 30, 2026 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.

3. Article 7, Scope of Work, Section 7.1 Program Description Out-of-School Youth, is replaced in its entirety to add the underscored language as follows:

7.1 Sub-Grantee shall conduct an out-of-school youth program for one hundred and ten (110) youth. This includes youth carried forward from the previous program year. Youth shall be at least 17 years old but have not yet reached their 24th birthday at the time of enrollment into the WIOA program, and shall not have completed high school or obtained a GED.

4. Article 7, Scope of Work, Section 7.2 Recruitment, is amended by deleting the heading for Sub-section 7.2.1 and replacing the heading in its entirety to incorporate the underscored language below as follows:

7.2.1 Sub-Grantee shall recruit 110 youth.

5. Article 7 Scope of Work, Section 7.3.10 is amended to add new Sub-paragraphs a. and b. and to incorporate the underscored language below as follows:

7.3.10 The Individual Service Strategy and Career Pathways Plan

- a. Following eligibility determination, staff shall develop an Individual Service Strategy Plan (ISS) using the template in EmployFlorida and a Career Pathways plan with each youth to be enrolled in the program. These plans

will be used to identify the participant's program activities, and track their progress in the individual components of the program design. The ISS shall be modified to reflect participant's progress in program activities and achievement of program goals as necessary. Modifications shall be entered into EmployFlorida. This mutual planning process will enable each participant to develop ownership of the plan and learn, through the process, how to make choices and actions that will lead directly to specific outcomes.

- b. Sub-grantee shall assure that the template provided by Florida Commerce and found in EmployFlorida substitutes for any previous form used to develop the ISS and any modifications to the ISS.

- 6. Article 7, Scope of Work, Section 7.4. Program Services to be Provided to the Youth, Sub-section 7.4.7 Work Experience, Sub-paragraph g., is replaced in its entirety with the following Sub-paragraph g. to add the underscored language as follows:

7.4.7 Work Experience

- g. 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. Sub-grantee shall be responsible for tracking and monitoring participants' hours of work on a weekly basis, through the maintenance of signed time sheets or upon full implementation of the CSBD electronic timesheets, to assure that they are timely and correctly approved.

- 7. Article 7, Scope of Work, Section 7.4 Program Services to be Provided to the Youth, Sub-section 7.4.7. Work Experience, Sub-paragraph n. is deleted in its entirety.

- 8. Article 7, Scope of Work, Section 7.10. Performance, Sub-section 7.10.2 and Sub-section 7.10.2 Sub-paragraph a. is replaced with the following language as follows:

7.10.2 Enrollment Goals - Sub-grantee shall enroll one hundred and ten (110) youth.

- a. The one hundred and ten (110) youth to be served by Sub-grantee shall be identified and enrolled during the first semester of the school year.

* * *

- 9. All provisions of the Sub-grant agreement entered into on August 21, 2024, which are not in conflict with this Amendment, shall continue to be enforced in accordance with the terms and conditions therein.

10. This Amendment and all its attachments are made a part of said Contract. The effective date of this Amendment shall be the date on which it has been signed by all parties.

[SIGNATURE PAGE FOLLOWS]

EXECUTION PAGE

IN WITNESS THEREOF, the parties hereto have made and executed this document on the respective dates under each signature: The School Board of Broward County, Florida signing by and through its BOARD CHAIR following BOARD approval on the ____ day of _____, 2025 and CareerSource Broward signing by and through its President/CEO following GOVERNING BOARDS' action on April 24, 2025.

AS TO CAREERSOURCE BROWARD:

ATTEST:

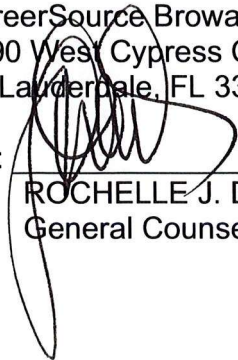


Moya Brathwaite

BY: *Ron Moffett for Carol Hylton*

(Signature)
CAROL HYLTON
TITLE: PRESIDENT/CEO
DATE: 05/16/2025

Approved as to form and sufficiency by
CareerSource Broward General Counsel
2890 West Cypress Creek Road
Ft. Lauderdale, FL 33309

BY: 

ROCHELLE J. DANIELS
General Counsel

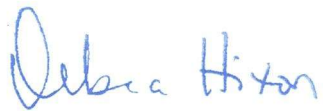
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

(Corporate Seal)

ATTEST:


Dr. Howard Hepburn
Superintendent of Schools

THE SCHOOL BOARD OF BROWARD
COUNTY, FLORIDA

By: 
Debra Hixon, Chair

Approved as to Form and Legal Content:

Maya
Moore

Digitally signed by Maya
Moore
Reason: CareerSource
Broward OSY Amendment 1
Date: 2025.05.16 16:36:01
-04'00'

Office of the General Counsel

SIGNATURE CERTIFICATE



REFERENCE NUMBER

2160F6AC-5C74-4FCA-8AD0-E6731C321A5C

TRANSACTION DETAILS

Reference Number

2160F6AC-5C74-4FCA-8AD0-E6731C321A5C

Transaction Type

Signature Request

Sent At

05/16/2025 15:02 EDT

Executed At

05/16/2025 16:04 EDT

Identity Method

email

Distribution Method

email

Signed Checksum

09fddaa8722f5f06e967cdf058f062b8ab23ef342bf905f83321e8315b3e71106

Signer Sequencing

Enabled

Document Passcode

Disabled

DOCUMENT DETAILS

Document Name

SBBC PY 25-26 OSY

Filename

SBBC_PY_25-26_OSY.pdf

Pages

7 pages

Content Type

application/pdf

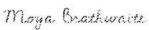
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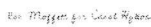
131 KB

Original Checksum

3e5c652ba2400e0699d46f8a9740ef9c0ca759cba4fb780a164cda3aad3947d4

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Moya Brathwaite	Status signed	Viewed At 05/16/2025 16:04 EDT
Email mbrathwaite@careersourcebroward.com	Multi-factor Digital Fingerprint Checksum 0fdbda53036245899b9c82411e9d132ff55d47901e7daef82197c86a308118c1	Identity Authenticated At 05/16/2025 16:04 EDT
Signer Sequence 2	IP Address 67.23.70.69	Signed At 05/16/2025 16:04 EDT
Components 1	Device Chrome via Windows	
	Typed Signature 	
	Signature Reference ID 6A932841	
Name Samantha Vazquez	Status signed	Viewed At 05/16/2025 15:57 EDT
Email svazquez@careersourcebroward.com	Multi-factor Digital Fingerprint Checksum 163fbda7563f371152d6029350b51011e90e641414d0642f3b5d10845f6080d1	Identity Authenticated At 05/16/2025 15:59 EDT
Signer Sequence 1	IP Address 67.23.70.69	Signed At 05/16/2025 15:59 EDT
Components 1	Device Chrome via Windows	
	Drawn Signature 	
	Signature Reference ID 104689EA	
	Signature Biometric Count 4	

SIGNER	E-SIGNATURE	EVENTS
Name Ronald Moffett	Status signed	Viewed At 05/16/2025 15:43 EDT
Email rmoffett@careersourcebroward.com	Multi-factor Digital Fingerprint Checksum 2382b83d1465c86074c4809b85bed2279a891fd9b1dce8520e5724512f90496a	Identity Authenticated At 05/16/2025 15:44 EDT
Signer Sequence 0	IP Address 67.23.70.69	Signed At 05/16/2025 15:44 EDT
Components 2	Device Chrome via Windows	
	Typed Signature 	
	Signature Reference ID 49FABDDb	

AUDITS

TIMESTAMP	AUDIT
05/16/2025 15:02 EDT	Moya Brathwaite (mbrathwaite@careersourcebroward.com) created document 'SBBC_PY_25-26_OSX.pdf' on Chrome via Windows from 67.23.70.69.
05/16/2025 15:02 EDT	Ronald Moffett (rmoffett@careersourcebroward.com) was emailed a link to sign.
05/16/2025 15:43 EDT	Ronald Moffett (rmoffett@careersourcebroward.com) viewed the document on Chrome via Windows from 67.23.70.69.
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EXHIBIT A - OSY 2025-2026 BUDGET

Administration

Reminder: Administration is limited to 4.82%

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
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	15,839	Rate of 4.72%				15,839
Audit						0
Legal						0
Accounting						0
*Profit						0
						0
Other (specify)						0
Other (specify)						0
Other (specify)						0
Other (specify)						0
Total Non-Personnel	15,839	0	0	0	0	15,839
Total ADMINISTRATION	15,839	0	0	0	0	15,839

**OSY 2025-2026 Budget
Services**

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

Line Item						TOTAL
Personnel						
Salaries *	216,128					216,128
Fringe Benefits	82,478					82,478
Mileage and Travel						0
Staff Incentives						0
Other (Specify)						0
Total Personnel	298,606	0	0	0	0	298,606
Non Personnel						
Supplies	4,815					4,815
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	30,740	GED Assessment Fees				30,740
Admin Travel						0
Other (specify)						0
Other (specify)						0
Other (specify)						0
Total Non-Personnel	35,555	0	0	0	0	35,555
Total SERVICES	334,161	0	0	0	0	334,161

2025-2026-OSY BUDGET SUMMARY

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 *	216,128	0	216,128
Fringe Benefits	82,478	0	82,478
Mileage and Travel	0	0	0
Other	0	0	0
Staff Incentives	0	0	0
Total Personnel	298,606	0	298,606
Non Personnel			
Supplies	4,815	0	4,815
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	15,839	15,839	0
Audit	0	0	0
Legal	0	0	0
Accounting	0	0	0
*Profit	0	0	0
Other	30,740	0	30,740
Total Non- Personnel	51,394	15,839	35,555

GRAND TOTAL

350,000

* Note: This page is READ ONLY. All values are based on calculation from other sheets.

2025-2026-OSY BUDGET 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)	Total Annual Salary	% of Salary to Admin Budget	\$ to Admin Budget*	% of Salary to Services Budget	\$ to Services Budget**	% of Salary from Other WorkForce One Programs	\$ from other WorkForce One Programs	% of Salary from Other Sources	\$ to Other Sources of Funding***	Total % (Must total 100)	Total \$
EX: Case Manager	Jane Doe	\$26,000	10	\$2,600	50	\$13,000	10	\$2,600	30	\$7,800	100	\$26,000
Instructional Facilitator	David Humphries	\$70,695			100%	\$70,695					100%	\$70,695
Instructional Facilitator	Catherine Brucker	\$62,895			100%	\$62,895					100%	\$62,895
Instructional Facilitator 37.5 hrs/week non-contract summer hours (196 contract)	David Humphries	\$12,000			100%	\$12,000					100%	\$12,000
Instructional Facilitator 37.5 hrs/week non-contract summer hrs (216 contract)	Catherine Brucker	\$7,000			100%	\$7,000					100%	\$7,000
Clerk Specialist B	Earlene Parker	\$50,205			50%	\$25,103					50%	\$25,103
Tutors	TBD	\$12,000			100%	\$12,000					100%	\$12,000
Clerk Specialist C	Lynn Kelly	\$52,870			50%	\$26,435					50%	\$26,435
TOTALS						\$216,128				\$0		\$216,128

*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

2025-2026 OSY BUDGET PERSONNEL DETAILS
Fringe Benefits

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)	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	\$26,000	\$4,680	18%	10	\$468	50	\$2,340	10	\$468	30	\$1,404	100	\$4,680
Instructional Facilitator	David Humphries	\$70,695	\$27,190	38%			100%	\$27,190					100%	\$27,190
Instructional Facilitator	Catherine Brucker	\$62,895	\$25,434	40%			100%	\$25,434					100%	\$25,434
Instructional Facilitator Summer hours	David Humphries	\$12,000	\$2,700	23%			100%	\$2,700					100%	\$2,700
Instructional Facilitator Summer hours	Catherine Brucker	\$7,000	\$1,575	23%			100%	\$1,575					100%	\$1,575
Clerk Specialist B	Earlene Parker	\$50,205	\$22,579	45%			50%	\$11,290					50%	\$11,290
Tutors part time	TBD	\$12,000	\$2,700	23%			100%	\$2,700					100%	\$2,700
Clerk Specialist C	Lynn Kelly	\$52,870	\$23,178	44%			50.00%	\$11,589					50.00%	\$11,589
TOTALS								\$82,478		\$0				\$82,478

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

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

***Include all non-WorkForce One Funds

2025-2026- OSY BUDGET
Non-Personnel Costs

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>	classroom & office supplies to support the program.			\$4,815
	student headsets, student calculators, notebooks, pens,			
	pencils, paper etc			
<u>Materials</u>				
<u>Books</u>				
<u>Teaching Aids</u>				
<u>Credential Training</u>	GED assessments/registration fees:			\$30,740
	\$38 per subtest x 4 subtests x 110 students =\$16,720			
	\$20 registration x 110 students =\$2,200			
	\$12 GED re-take vouchers(160) =\$1,920			
	\$30 tuition x3 terms x110 students =\$9,900			
	Funds can be spent on asesments/tests without regard to amount so long as total assessment/test cost do not exceed \$30,740			
<u>Telephone</u>				
<u>Maintenance</u>				
<u>Printing</u>				
<u>Equipment Rental</u>				
<u>Equipment Purchase</u>				
<u>Space Rental</u>				
Total				\$35,555