

AMENDMENT NO. TWO TO
AGREEMENT NO. 2014-2015-CR-2335-ICON
(PROGRAM YEAR 2015 – 2016)

BETWEEN

CAREERSOURCE BROWARD

AND

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

CFDA # 17.259 DUNS # 077283471

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

THIS IS AMENDMENT NUMBER TWO TO AGREEMENT NO. 2014-2015-CR-2335-ICON, entered into the 24th day of June, 2014 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 principle office at 6301 NW 5th Way, Suite 3000, Florida 33309, AND THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA, 600 S.E. Third Avenue, Fort Lauderdale, FL 33301 hereinafter referred to as Contractor, to begin on the date this Amendment is executed by the parties.

WITNESSETH THAT:

WHEREAS, CSBD and Contractor entered into an Agreement effective June 24, 2014; and,

WHEREAS, at their meeting on June 25, 2015, the CSBD governing boards approved an award of funds to the School Board of Broward County, Florida to serve out-of-school youth under the Workforce Innovation and Opportunity Act of 2014; and,

WHEREAS, CSBD and Contractor have an Agreement to serve in-school youth under the Workforce Innovation and Opportunity Act; and

WHEREAS, CSBD wishes to amend the existing Agreement to provide for services to 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 to amend Contractor's Agreement No. 2014-2015-CR-2335 ICON as follows:

1. The program and services to be provided under this amendment shall be delivered in accordance with the requirements of the Workforce Innovation and Opportunity Act (WIOA).
2. Article 3, Section 3.2, Compensation, paragraph 3.2.1, is amended to substitute the following for Article 3.2.1, Section 2, Compensation, in the original Agreement and in the Amendment No. One as follows:

3.2.1 Total Compensation

- a. The total funds allocated for the in-school youth program to be operated under this Agreement shall be four hundred eighty nine thousand, eight hundred nineteen dollars and zero cents (\$489,819.00), for WIOA programs and services for the period July 1, 2015 through June 30, 2016.
- b. The total funds allocated for the out-of-school youth program to be operated under this Agreement shall be four hundred ninety three thousand, five hundred and sixty five dollars and zero cents (\$493,565.00), for WIOA programs and services for the period July 1, 2015 through June 30, 2016.
- c. Any funds not expended for the period July 1 through June 30, of each program year during which this Agreement is in effect may not be used to support the programs funded under any amendment extending this Agreement for a successive program year.
- d. If Contractor is a commercial organization and has included profit as a part of a line item budget, Contractor shall not be entitled to be paid for that line item until all goods and/or services under this Agreement have been received. This clause is subject to any additional limitations contained in this Agreement.
- e. Based upon fund availability, an additional sum of two thousand, one hundred and twenty eight dollars and zero cents (\$2,128.00) per youth may be added to the total sum awarded not to exceed one hundred and forty thousand dollars and zero cents (\$140,000.00) to enroll an additional sixty six (66) out-of-school youth. This shall be done through an amendment providing for an increase to the number of youth to be served.

3. Article 7, Program Description, Section 7.2.2 is amended to substitute the following for Article 7, Section 7.2.2 in the Amendment No. One as follows:

7.2.2 Agreement shall be high school seniors, scheduled to graduate by June 30 of the program year, and sixty five percent (65%) of the youth to be served and enrolled under this and thirty five percent (35%) of the youth to be served and enrolled shall be high school juniors.

4. A new Article 8, Program Description Out-of-School Youth, is added as follows:

ARTICLE 8

PROGRAM DESCRIPTION OUT-OF-SCHOOL YOUTH

8.1 Program Description Out-of-School Youth

Contractor shall conduct an out-of-school youth program for two hundred (200) youth who are between the ages of 16 - 24, and meet WIOA eligibility requirements for out-of-school-youth who have not completed high school or obtained a GED, and need additional assistance to obtain the high school credential.

8.2 Recruitment

8.2.1 Two hundred (200) out-of-school youth as defined by WIOA and herein, are to be recruited from Atlantic Technical College, McFatter Technical College and Sheraton Technical College.

8.2.2 Contractor shall not enroll youth who are dual enrolled in a technical program which program is not scheduled to complete by June 30 simultaneous with completion of the GED.

8.2.3 During year one (1) of the contract, Contractor shall consult with the CSBD Youth Program Manager prior to enrolling youth in their program.

8.2.4 Seventy-five percent (75%) or one hundred and fifty (150) youth shall be recruited and enrolled prior to December 1, 2015. The balance of the youth to be served under this agreement, or twenty five percent (25%), or fifty (50) youth shall be recruited and enrolled prior to January 1, 2016.

8.2.5 Youth shall not be enrolled into the WIOA program prior to their enrollment into the Adult and Family Education and Literacy (AFEL) program and will be included in their performance measures.

8.2.6 Contractor shall refer youth to other providers and/or agencies if they do not meet the out-of-school youth program profile.

8.2.7 Contractor shall recruit youth by employing the following strategies:

- a. Utilizing youth to recruit other youth.
- b. Using the state reporting database to determine eligible students by pulling information for youth who have been coded as:
 - i. Students who did not re-enter school.
 - ii. Youth who have been coded as drop outs.
 - iii. Students who are 16 years and older and who did not return to school.
 - iv. Students who withdrew due to contact with the criminal justice system.
 - v. Students who withdraw due to non-attendance while in high school for at least one (1) full semester prior to enrollment.
 - vi. Students who have been expelled.
- c. Utilizing the colleges for announcements about the programs.
- d. Through the distribution of flyers.
- e. Through the Career, Technical, Adult and Community Education (CTACE) website, www.ctace.com.
- f. Through the "Drop Back In" program operated by Contractor.

8.2.8 Contractor will contact potential students through the Contractor's CTACE office and program staff will provide an orientation regarding program services.

8.2.9 Long-term and short-term benefits will be explained to prospective students in formal and informal settings.

8.2.10 At the college sites, sessions will be scheduled for youth recruits/parents/adult supporters for the opportunity to confer with former students, and/or other student services personnel.

- 8.3 Participant Eligibility Certification, Assessment and Development of the Individual Service Strategy
- 8.3.1 Contractor shall be responsible for participant eligibility certification, which shall include an eligibility determination and assessment in accordance with WIOA.
- 8.3.2 Veterans and their eligible spouses shall receive a priority of service in accordance with 20 CFR Part 1010 Priority of Service for "Covered Persons."
- 8.3.3 A minimum of eighty percent (80%) of the youth enrolled must be able to complete their GED studies and obtain their high school credential by June 30 of each year this contract is in effect.
- 8.3.4 Contractor shall be responsible for assisting the youth and assembling the documentation necessary for WIOA eligibility determination.
- 8.3.5 All youth to be recruited and enrolled in this program must meet WIOA eligibility criteria for out-of-school youth.
- a. Eligible out-of-school youth for purposes of this contract are defined as follows:
 - i. A youth who has dropped out of high school and who does not have a high school credential, including youth enrolled in a GED program, or
 - ii. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter, or
 - b. 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.
 - c. All males at least eighteen (18) years of age must be registered for selective service. Providers will be expected to enroll any youth who has not yet enrolled in selective service.
 - d. All youth enrolled in the program must be residents of Broward County.

- e. Youth enrolled in Contractor's GED program are considered to be out-of-school youth and "high school drop outs." Youth who meet this description are not required to provide income information in order to be deemed eligible for the program, nor are they required to have any additional barriers in order to be determined eligible for Contractor's program.
- 8.3.6 Contractor understands and agrees that over-enrollment into the program funded by this Agreement will result in non-payment of expenses incurred in excess of that awarded.
- 8.3.7 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, if applicable.
- 8.3.8 In the event an applicant is not enrolled into Contractor's program, the Contractor shall refer the applicant to the appropriate providers in the community and/or CSBD centers for information and referral in accordance with the requirements under the WIOA.
- 8.3.9 Following eligibility determination, staff shall develop an Individual Service Strategy Plan (ISS) and Career Pathways plan for 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 will be modified to reflect participant's progress in program activities and achievement of program goals. 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.
- 8.3.10 Contractor shall assess youth to determine whether they are appropriate for the program and can meet the WIOA performance requirements at exit prior to enrollment into the program.
- 8.3.11 Individuals entering the program will begin through an intake and assessment process which shall consist of the following:
 - a. A review of any referral form and all eligibility documentation to ensure that the individual is eligible for services.
 - b. Completion of the registration form which must be signed by the participant.

- c. All participants shall be basic skills assessed using the TABE test for purposes of determining basic skill levels. All out-of-school youth scoring below an 8.9 grade level in English or Math shall be required to attain a functional grade gain prior to June 30, 2016. Youth unable to attain this gain in the time period prescribed shall not be enrolled in Contractor's program.
 - i. The TABE test results will be used to schedule program activities for youth who must advance a functional grade level.
 - ii. The TABE pre-test for out-of-school youth must be completed within thirty (30) days following the "Date of Participation" in a WIOA youth program. The TABE post-test shall be completed within one (1) year of the "Date of Participation" in a WIOA youth program. For purposes of this Amendment, youth exiting prior to June 30 must be post-tested by June 30, 2016.
 - iii. Contractor shall administer the TABE test as a part of the eligibility certification process at the start of the program for purposes of determining the youth's basic skills levels and ability to succeed in the program. If Contractor performed a TABE test upon enrollment of the youth into the GED program, they may use those scores or they may ask the youth to retake the TABE. These scores shall be noted in the participant's file and in EFM.

8.3.12 Contractor shall assess youth and review the youth goals identified during assessment.

8.3.13 Contractor shall use the following assessment tools:

- a. A Career Pathways Plan. Contractor shall be responsible for completing a Career Pathways Plan for each youth registered and enrolled in the program.
- b. Direct Your Future by JoAnn Harris Bowlsbey, Ed.D.
- c. Kuder Navigator.
- d. Employability Skills Pre/Post Test.
- e. Employability Skills Inventory.
- f. TABE.

- 8.3.14 Youth interested in and recruited for the program will be contacted by a program teacher and will receive a scheduled appointment for assessment and appropriate placement into this program. Assessments will be provided at the school/program site. Once the student is determined eligible for the program, placement into the program will occur within two (2) weeks.
- 8.3.15 Contractor shall not register participants into EFM until all the eligibility documentation has been collected.
- 8.3.16 Contractor shall develop an ISS for each youth which will be used as a guide to program services for the participant. The teacher will explain that the ISS is designed to meet individual needs and will be revisited and revised on an as needed basis.
- 8.3.17 Contractor shall enter participant registration for WIOA youth into the EFM tracking system. Once a participant is entered into the EFM system, this will constitute an official enrollment into the program and the data will be used when computing contractor's performance.
- 8.3.18 Program staff shall create only one (1) student file that is maintained at the school site or at the district office once a participant is enrolled.
- 8.3.19 Youth shall receive an orientation at the beginning of the program.
- a. Parents/guardians/relatives or other adult support will be invited to orientation.
 - b. Program requirements, eligibility requirements and benefits will be shared with youth, parent/guardians, relatives and other adults.
 - c. Parents shall be required to sign authorization forms giving the student permission to participate in the program if the youth is under eighteen (18) years of age.
 - d. Youth shall be required to sign forms committing to program requirements and responsibilities.
 - e. Contractor shall provide CSBD with a list containing the names of youth participants carried forward thirty (30) days prior to the end of each program year this Agreement is in effect.

8.4 Program Services to be Provided to the Youth

8.4.1 The program shall take place at the following schools:

- a. Sheridan Technical College.

- b. Atlantic Technical College
- c. McFatter Technical College.

8.4.2 A schedule of attendance shall be prepared for each student enrolled in the program. Staff shall be present for all facets of participation and shall be available to the youth. A schedule of the staff assignments, shall be submitted to the Youth Program Manager within thirty (30) days of contract execution and by July 1, of each year that this contract is in effect.

8.4.3 Contractor shall motivate youth to complete their GED through a variety of educational and real-world interactions. Critical elements of the program design include:

- a. Use of conceptual career pathway themes to guide inquiry into post-secondary interests.
- b. Real-world interactions as motivators for further examinations of employment interests.
- c. Encouragement of self-direction by continual support in the classroom and employment setting.
- d. A variety of texts and learning approaches that provide academic success and learning gains.
- e. Support for the use of cognitive and problem solving strategies.
- f. Social collaboration with peers, staff and business partners to develop soft skills.
- g. Opportunities for self-exploration and future goal-setting.

8.4.4 All youth shall be enrolled in GED or credit recovery courses resulting in a recognized post-secondary credential or diploma.

8.4.5 Program youth shall participate in one (1) or more of the following services:

- a. Basic Skills Remediation for all youth scoring below an 8.9 in reading or math on a TABE test.
 - i. Youth scoring below a grade level of 8.9 in either literacy or math skills must attain a functional grade gain by June 30 of the program year in which they were enrolled.

- ii. Contractor shall assure that youth needing remediation to attain a functional grade gain as defined in accordance with Title II of the Adult Education and Family Literacy Act are provided with needed tutoring to attain the functional grade gain prior to the end of the program year (June 30) during which the youth is enrolled in this program.
 - iii. Contractor agrees to post TABE Test the youth prior to June 30 of each program year that this contract is in effect to assure and be able to record in EFM, the functional grade gain attained by the youth.
- b. Academic intervention and instruction in a classroom setting. Youth will be provided online instruction through the GEDREADY Curriculum program. Teacher facilitators will meet with students individually to support student learning and achievement. Significant features of the curriculum include:
 - i. Scaffolding learning progression to meet rigorous standards.
 - ii. High-quality texts and instruction that promote comprehension and understanding of complex ideas.
 - iii. An early emphasis on speech, language, and literacy foundational skills.
 - iv. Instruction across all key literacy strands—language, reading, writing, speaking, and listening.
 - v. Integration of student-centric activity and peer-to-peer technologies.
 - vi. Easy-to-implement instructional rotations and classroom routines.
 - vii. Comprehensive benchmark and progress monitoring system, including the new Power Pass component, which mirrors high-stakes assessments.
 - viii. An online, leveled reading library, ReadingScape, with engaging, multimedia text selections.
- c. One to one counseling for career and college readiness.
- d. The GEDREADY curriculum with teacher facilitator for instruction in the classroom setting.

- e. Workplace preparation utilizing Kuder-Journey 101 for Career Pathway development. Kuder-Journey partners with public school districts to deliver real-world learning in both entrepreneurial and employability skills training. Each Kuder-Journey youth will complete a business plan based on his or her own idea. Teachers and mentors will guide the youth through creative thinking, research, and market analysis skills.
 - i. Youth participating in the entrepreneurial component will be able to demonstrate what they have learned in a competitive environment.
 - ii. Teachers will assess and showcase the youth's work.
 - iii. Youth will be able to decide on a business idea and may work with a partner.
 - iv. Youth will make presentations to build their communication skills such as how to distill information into talking points, listen to and answer questions and present oneself professionally.
 - v. Job Coaches will facilitate interview skills, dress for success, and resume.
- f. Job shadowing will be provided through a work experience option where students will learn about a job by walking through the work day as a shadow to a competent worker.
- g. Placement into a subsidized work experience with job coach monitoring on a scheduled timeline. The Program Job Coach will utilize district Partners in Education to seek work experience providers. The job coach will complete site visits while the student is at the work experience to support the work skill development. Youth will receive regularly scheduled work experience site visits from the program Job Coach to provide ongoing support to both the youth and employer.
- h. Incentive plans to encourage program retention and completion. An incentive plan must be submitted by August 31, of each year this contract is in effect. If there is no change in future years, Contractor shall submit a statement to that effect.
- i. Employability Skills and Life Skills Training shall be provided by the job coach and program teacher utilizing the Kuder online career curriculum.
 - i. Contractor will initiate the process for participants to be enrolled in Employability Skills Training.

- ii. The components of employability skills training shall include but not be limited to resume writing, dress for success, mock interview, communication and team work skills.
- iii. Youth shall receive employability skills training prior to their work experience.

8.4.6 Twelve (12) Month Follow-Up

- a. Following program exit, Contractor will maintain monthly on-going communication with participants and shall monitor each participant a minimum of once monthly and provide assistance with any identified issues. 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 shall be provided to assist the youth in returning to their post-secondary activity or finding another job.
- b. Contractor agrees that if this Agreement is renewed, Contractor will continue to provide follow-up to students for up to twelve (12) months from their date of exit from the program.
- c. If youth go on to post-secondary school, teachers will be assigned to maintain communication with both the student and the matriculating faculty and staff to monitor attendance, academic progress, provide support and needed resources in the post-secondary setting.
- d. Job coaches and teachers will conduct data checks monthly on all students in both the employment setting and/or post-secondary setting, to monitor attendance, progress and supervisor feedback.
- e. The program job coach will conduct a one (1) year follow up visit for students in the workplace to monitor progress after grant program completion. Student progress will be monitored and maintained in the student's Career Pathway planner.
- f. Contractor shall employ the following strategies to track students throughout the program and for the twelve (12) months following exit:
 - i. Communication with students face to face or via e-mail, cell phone/text messaging, home telephone or mailings.
 - ii. Monitoring students' weekly attendance and performance.
 - iii. Contact with instructors.

- iv. Verification of employment.
- v. Communication with employer.
- vi. Verification of post-secondary enrollment.
- vii. Communication with parents/guardians/relatives or adult supporter.
- viii. A card provided prior to exit with essential numbers and contacts.

8.4.7 Youth Program Design Participation

- a. Youth input will be integrated into the program services through surveys and focus groups on a quarterly basis.
- b. Contractor shall direct youth in designing and conducting a survey to assess the program services.
- c. Contractor shall incorporate appropriate recommendations into the program design.

8.4.8 Work Experience

- a. Eighty percent (80%) of the youth enrolled in the program shall participate in a work experience.
- b. As a part of the youth's career pathways plan, potential occupational areas of interest shall be identified and Contractor shall place youth in a work experience related to the youth's career interest.
- c. Contractor will ensure each worksite has and displays the Child Labor Laws. Proposer will also make unannounced visits to worksite to ensure worksite is in compliance with the Child Labor Laws.
- d. The Program Job Coach will develop worksites by utilizing community and school partnerships with the Broward County School Board.
- e. Contractor 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.
- f. Prior to the start of the program, Contractor shall meet with the CSBD Youth Program Manager to determine the number of hours, the number of youth, and the length of each work experience based upon the funds reserved for this activity. For year one (1) of the contract, one hundred

and sixty (160) youth shall participate in a work experience. The average work experience:

- i. The work experience shall be of a 19 weeks duration.
 - ii. Youth shall be paid \$9.00/hour.
 - iii. The work experience shall be for no more than 15 hours/week.
- g. Youth employed in part-time jobs shall be considered to be enrolled in a work based activity and will not be required to be placed in a CSBD subsidized work experience.

8.4.9 Program teachers and job coaches will provide information on college and career pathways, encouraging students to become lifelong learners by offering college-ready curriculum. Instruction and support will be provided in the post-secondary college admission process. Students will be encouraged to set and achieve high goals and the desire for and expectation to succeed in the GED program and beyond.

8.4.10 Contractor shall be responsible for placing all youth exiting the program into unsubsidized employment or post-secondary school, or the military.

8.4.11 Ninety (90) days prior to the estimated completion of the GED, students will work with staff to develop resumes and begin the job application process if they are not going on to post-secondary school.

8.5 Participant Counseling

8.5.1 Contractor staff will work to forge a bond with youth during the initial marketing/recruitment phase. Staff will present themselves as "caring adults," willing to deliver holistic services that support the entire family unit, whenever possible.

8.5.2 Contractor shall develop a team-meeting schedule to provide each student with scheduled counseling dates throughout the program to address academic outcomes, internships, job shadowing, and job placement.

8.5.3 Counseling will be provided through school site visits, home visits, email, phone calls, home communication, and on the job training.

8.5.4 The program teacher will schedule meetings on a regular basis with students to review Career Pathway timelines and goals.

- 8.5.5 Program teachers and job coaches will maintain student portfolios that will contain academic data reports to determine academic learning gains, GED, TABE, High School Credit Recovery data, Kuder-Journey Business Plan curriculum and goal outcomes.
- 8.5.6 Quarterly data chats will be conducted with teachers and students to review determined career pathway goals and timelines.
- 8.5.7 The job coach and teacher will support students while they are in class and being provided with the Kuder-Journey curriculum. Support facilitation logs will be maintained to document support to students.
- 8.5.8 Contractor shall engage youth for a minimum of ten (10) hours a week through the activities described herein.
- 8.5.9 All youth shall have sufficient opportunity to interact with facilitators and program staff, and to be the recipient of all program benefits by using techniques that have validated success and encourage retention such as:
- a. Teachers as caring adults providing comprehensive guidance.
 - b. Teachers delivering academic tutorial/remedial support.
 - c. Career awareness, planning/readiness.
 - d. Referrals for other services.
- 8.5.10 Staff shall serve as a liaison between the participants and the GED facilitators/instructors and intercede on their behalf as necessary.
- 8.5.11 In the event a participant's attendance decreases, staff shall conduct home visits to re-engage youth.
- 8.5.12 Contractor will provide each student with intensive case management, counseling, mentoring and follow-up services and monitor each student's academic progress. There shall be at least two (2) hours of "face time" per week with each youth.
- 8.5.13 Contractor staff will present "wrap-around" services, added value, and incentives that the program provides. Youth will be advised that it is a privilege to be in the program and will be presented with their in-kind responsibilities and requirements.

8.5.14 Contractor staff will stay abreast of community services and programs. Youth will be referred according to the needs, interests, and goals of the individual student. Contractor shall maintain open lines of communication with providers of other community services.

8.5.15 Contractor shall be responsible for:

- a. Conducting or facilitating workshops that address time management.
- b. Referral to workshops to address family planning, abstinence, and pregnancy prevention as appropriate.
- c. Meeting individually with students.

8.5.16 Contractor shall provide the CSBD Program Manager with a calendar of all activities and workshops by July 31 of each year that this contract is in effect and within thirty (30) days of the contract execution for year one (1) of this Agreement.

8.5.17 Counselors will address study habits, progress, performance, and personal problems.

8.5.18 Youth will receive counseling and job coaching. Facilitators/teachers will serve as brokers and advocates for the participants. Female participants will be counseled on the benefits of non-traditional careers.

8.5.19 Youth will take part in both group and individual counseling activities at least once a week while enrolled in the program.

8.5.20 Case management and counselor contacts shall be documented through student and counselor logs, progress reports. Records of student attendance for counseling will reflect all case management and counseling contact with students. All case management notes shall be recorded in EFM.

8.5.21 Staff will be responsible for monitoring graduation requirements.

8.6 Participant Incentives

8.6.1 Incentives shall be offered to the youth enrolled in the program in accordance with the incentive plan approved by the CSBD Youth Program Manager.

- 8.6.2 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 Youth Program Manager by August 31, of each year this contract is in effect, and within thirty days of contract execution for year one (1) of this agreement.
- 8.6.3 Incentive or other payments to students shall be issued by the CSBD.
- 8.6.4 Incentives may also include, but are not limited to scholarships, positive adult role model relationships, and hands-on real life connection to learning that permits the student to take ownership.
- 8.6.5 Each participant shall be awarded a certificate of participation and completion.
- 8.6.6 Incentives shall be limited to budget and fund availability.
- 8.7 Participant Time, Data Entry, File Maintenance, Attendance, and Wages
 - 8.7.1 If work experience/internship payments are to be made to the youth, CSBD shall inform Contractor of the payment date and amount. Contractor shall be responsible for keeping verified time and attendance documentation and for coordinating payroll distribution with CSBD.
 - 8.7.2 Contractor will be responsible for monitoring and making sure that students fill out time sheets daily. Contractor staff must approve and co-sign participant time sheets before submitting them to CSBD. In the event a student is absent for three (3) consecutive days, the Contractor will make every effort to follow-up with the student and provide counseling including home visits, and/or parent contacts.
 - 8.7.3 Contractor shall assure that individuals approving time sheets are not responsible for the distribution of any youth payments.
 - 8.7.4 Youth who receive payments will be paid one (1) 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.

- 8.7.5 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 should 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.
- 8.7.6 Youth's attendance and academic performance will be monitored by the FOCUS data system utilized in Adult Education (GED) classrooms. The teacher assigned will monitor student's progress on a weekly basis and will maintain each student's career pathway portfolio, monitoring both designated timeline and goals.
- 8.7.7 Program fiscal and operational records will be monitored and maintained through the Broward County Public Schools grants office, budget office and the CTACE department.
- 8.7.8 Contractor shall meet with CSBD monthly to review files, youth progress and data entry.
- 8.7.9 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 EFM Tracking System.
- 8.7.10 Contractor shall use tickler dates prior to the future critical dates to assure data entry occurs on or before the effective dates. Staff shall enter case notes within three (3) days of a recordable event and ensure that case files are properly maintained. All case files will be routinely reviewed to assure that they are accurate and up to date. Checklists must be put in place to verify that all essential information is in the case file.
- 8.7.11 Mistakes made in reporting student 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.
- 8.7.12 Contractor shall maintain only one (1) file for each youth in accordance with the model file to be provided by the CSBD Youth Program Manager.
- 8.7.13 Documents to be maintained include:
- a. Eligibility documents including, picture ID, social security card, family income when required, documentation of barrier when required, public assistance when required, selective service for all males, school status, citizenship, and assessment which must all be part of each youth's participant file.

- b. Teacher case notes, referral forms, transportation vouchers, progress reports, financial aid reports, monthly evaluations, timesheets, pre and post-tests, all of which should be entered into EFM and shall be maintained in the youth file.
- c. All case notes should reflect the activity, program and services provided to the youth.
- d. WIOA Career Plan/ISS.
- e. Career Pathways Plan.
- f. Newsletters, Career Flyers, Workshop Agendas, Sign-In Sheets, Employment Verification Forms, Employer Contact Forms, Certificate of Completion and Licensure Documentation.

8.7.14 Contractor shall maintain participant time and attendance records, which shall consist of daily time sheets indicating the hours per day and type of activity and shall be signed by the participant and the supervisor.

8.7.15 All absenteeism and tardiness shall be documented in the counselor's case notes.

8.7.16 Contractor shall maintain a separation of duties so that staff assigning youth to worksites shall not be same as staff approving participant time and attendance. Staff who collects time and attendance documentation may not be the same staff as those approving/certifying participant time and attendance.

8.8 Program Staffing

8.8.1 Contractor shall hire the requisite staff necessary to meet the project objectives and in accordance with the Budget attached as Exhibit B.

8.8.2 Program staff will possess Florida Department of Education Teacher Certification or a similar certification in counseling, social work.

8.8.3 All staff hired shall meet the hiring requirements and clearance procedures of the School Board of Broward County, Florida.

8.8.4 Contractor shall hire staff in a timely manner in order to assure that the program is fully staffed at the inception of the program. 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. The filling of vacancies for positions funded by this Agreement shall not be affected by hiring freezes applicable to other staff positions.

8.8.5 The Director of CTACE will provide oversight and guidance to the program coordinators.

8.8.6 Program staff shall be state certified and/or trained in all assessments or curriculum provided to students.

8.8.7 Contractor shall provide a copy of the Agreement work statement to all program staff and a copy of the Agreement fiscal requirements to all fiscal staff. Contractor shall require all staff to sign a statement indicating that they have received the applicable sections of the Agreement and have reviewed and understand the Agreement objectives and requirements.

8.9 General Program Requirements

8.9.1 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.

8.9.2 Trainees enrolled under this Agreement shall be adequately supervised during training hours and be provided with safe training conditions, which at a minimum, shall conform to the health and safety regulations established by the State of Florida.

8.9.3 If disclosure of trainee records is requested by the public, State of Florida confidentiality standards and WIOA requirements pertaining to records of participants in WIOA programs shall apply.

8.9.4 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.

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

8.9.6 Self-Monitoring

- a. Contractor shall develop a protocol and process for self-monitoring their fiscal and program operations and deliverables under this Agreement. Contractor shall conduct monthly monitoring of its program in accordance with a schedule approved by their CSBD Program Manager. Contractor shall submit their monitoring schedule to their CSBD Program Manager by August 31, of each year this contract is in effect. Contractor shall monitor files utilizing the monitoring tool provided to them by the Youth Program Manager.
- b. Program fiscal and operational records shall be monitored and maintained through the Broward County Public Schools' grant office and the CTACE department. The Teacher on Task Assignment overseeing the program compliance will prepare a monthly fiscal report. This fiscal report will be reviewed by the CTACE Director, Curriculum Supervisor, Grant Program staff and clerical and shared with CSBD.
- c. Within five (5) business days following the completion of the self-monitoring protocol, Contractor 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 Contractor with additional instructions 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. 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.
- 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.
- g. All negative exits must first be approved by the Youth Program Manager prior to exiting the youth from the system.

8.9.7 Contractor shall perform quarterly student customer satisfaction surveys. Copies of the surveys must be submitted to the CSBD Youth Program Manager.

8.9.8 Contractor shall measure customer satisfaction through focus groups.

8.10 Performance

8.10.1 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 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 - A minimum of one hundred and fifty (150) out-of-school youth must be enrolled by December 1, during year one (1) of this contract term and by September 30, each subsequent year that this contract is in effect. An additional fifty (50) out-of-school youth shall be enrolled prior to January 1, 2016 during year one (1) of this contract term and by November 15 of each subsequent program year this contract is in effect.
- c. Seventy-five percent (75%) of the youth scoring below an 8.9 grade level on their TABE shall attain a functional grade gain as described herein prior to June 30 of the year in which the youth was enrolled in contractor's program.
- d. Seventy-five percent (75%) of the youth enrolled in Contractor's program must complete their GED and obtain a High School credential.
- e. Ninety-three percent (93%) of the youth enrolled must be placed in the military or post-secondary education or in unsubsidized employment.
- f. 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.

- g. 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.
- 5. 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.
- 6. This Amendment and all its attachments are made a part of said Agreement.
- 7. The effective date of this Amendment shall be the date on which it has been signed by all the parties.



EXECUTION PAGE

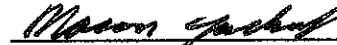
IN WITNESS THEREOF, the parties hereto have made and executed this document on their respective dates under each signature:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA by and through their CHAIR following Board Action on the ____ day of _____, 2015 and CAREERSOURCE BROWARD signing by and through its President/CEO following Board Action on the 25th day of June, 2015.

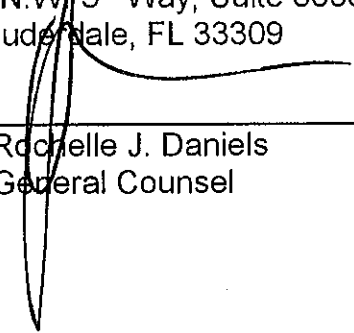
AS TO CAREERSOURCE BROWARD:

WITNESSED BY:

 L.S.
 L.S.

BY: 
(Signature)
Mason C. Jackson
TITLE: President/CEO
DATE: 9/30/15

Approved as to form by the CareerSource Broward
General Counsel
6301 N.W. 5th Way, Suite 3000
Ft. Lauderdale, FL 33309

BY: 
Rochelle J. Daniels
General Counsel

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

(Corporate Seal)

THE SCHOOL BOARD OF
BROWARD COUNTY, FLORIDA

ATTEST:

By: _____
Donna P. Korn, Chair

Robert W. Runcie,
Superintendent of Schools

Approved as to Form and Legal Content:

Kathleen Legolas-Adler 10-1-15

Office of the General Counsel

BUDGET - EXHIBIT C

Administration

Reminder: Administration is limited to 5%

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

Line Item				TOTAL
Personnel				
Salaries *	\$	-		\$ -
Fringe Benefits	\$	-		\$ -
Mileage	\$	-		\$ -
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	\$	19,693		\$ 19,693
Audit	\$	-		\$ -
Legal	\$	-		\$ -
Accounting	\$	-		\$ -
***Profit	\$	-		\$ -
Background Screening	\$	-		\$ -
Subcontractor	\$	-		\$ -
Total Non-Personnel	\$	19,693	\$ -	\$ 19,693
Total ADMINISTRATION	\$	19,693	\$ -	\$ 19,693

*Must be explained in detail.

** Must have an approved indirect cost rate plan all other overhead must be itemized.

***Profit - For for-profits only. Profit is limited to 7.5%.

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

SCHOOL BOARD OF BROWARD COUNTY, OSY
BUDGET - EXHIBIT C
Services

PY 2015-2016

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

Line Item	TOTAL			
Personnel				
Salaries *	\$ 315,000			\$ 315,000
Fringe Benefits	\$ 97,198			\$ 97,198
Mileage	\$ 5,000			\$ 5,000
Total Personnel	\$ 417,198	\$ -	\$ -	\$ 417,198
Non Personnel				
Supplies	\$ 20,000			\$ 20,000
Materials	\$ 20,000	curriculum		\$ 20,000
Books	\$ -			\$ -
Teaching Aids	\$ -			\$ -
Credential training	\$ 30,000	GED assessment fees		\$ 30,000
Postage	\$ -			\$ -
Telephone	\$ -			\$ -
Maintenance	\$ -			\$ -
Printing	\$ 1,000			\$ 1,000
Equipment Rental	\$ -			\$ -
Equipment Purchase	\$ 5,000	staff computers		\$ 5,000
Space Rental	\$ -			\$ -
Insurance	\$ -			\$ -
Utilities	\$ -			\$ -
** Indirect Costs	\$ -			\$ -
Audit	\$ -			\$ -
Legal	\$ -			\$ -
Accounting	\$ -			\$ -
***Profit	\$ -			\$ -
Background Screening	\$ -			\$ -
Subcontractor	\$ -			\$ -
Total Non-Personnel	\$ 76,000	\$ -	\$ -	\$ 76,000
Total SERVICES	\$ 493,198	\$ -	\$ -	\$ 493,198

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

SCHOOL BOARD OF BROWARD COUNTY, OSY

PY 2015-2016

BUDGET - EXHIBIT C

Summary

Line Item	Annual Expense	Administration	Services
Personnel			
Salaries *	\$ 315,113	\$ -	\$ 315,113
Fringe Benefits	\$ 111,285	\$ -	\$ 111,285
Mileage	\$ 4,420	\$ -	\$ 4,420
Total Personnel	\$ 430,818	\$ -	\$ 430,818
Non Personnel			
Supplies	\$ 1,000	\$ -	\$ 1,000
Materials	\$ 3,600	\$ -	\$ 3,600
Books	\$ -	\$ -	
Teaching Aids	\$ -	\$ -	
Credential training	\$ 31,200	\$ -	\$ 31,200
Postage	\$ -	\$ -	
Telephone	\$ 2,254	\$ -	\$ 2,254
Maintenance	\$ -	\$ -	\$ -
Printing	\$ 1,000	\$ -	\$ 1,000
Equipment Rental	\$ -	\$ -	\$ -
Equipment Purchase	\$ 4,000	\$ -	\$ 4,000
Space Rental	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -
** Indirect Costs	\$ 19,693	\$ -	\$ 19,693
Audit	\$ -	\$ -	\$ -
Legal		\$ -	\$ -
Accounting	\$ -	\$ -	\$ -
***Profit	\$ -	\$ -	\$ -
Background Screening	\$ -	\$ -	\$ -
Subcontractor	\$ -	\$ -	\$ -
Total Non- Personnel	\$ 62,747	\$ -	\$ 62,747

BUDGET - EXHIBIT C

Summary

GRAND TOTAL	\$	493,565	\$	-	\$	493,565
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* Note: This page is READ ONLY. All values are based on calculation from other sheets.

SCHOOL BOARD OF BROWARD COUNTY, OSY
BUDGET - EXHIBIT C
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	Year 1 (12 months)	% of Salary to Admin Budget	\$ to Admin Budget	% of Salary to Services Budget	\$ to Services Budget	% of Salary from Other Career-Source Broward Programs	\$ from other Career-Source Broward 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	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Grant Facilitator	Christine Lamb	\$ 55,801	\$ 55,801	-	\$ -	100.00%	\$ 55,801	-	\$ -	0.00%	\$ -	-	\$ 55,801
Grant Facilitator	Mary Kahn	\$ 45,801	\$ 45,801	-	\$ -	100.00%	\$ 45,801	-	\$ -	0.00%	\$ -	-	\$ 45,801
Grant Facilitator	Raymond Walker	\$ 48,400	\$ 48,400	-	\$ -	100.00%	\$ 48,400	-	\$ -	0.00%	\$ -	-	\$ 48,400
Grant Facilitator	TBD	\$ 48,400	\$ 48,400	-	\$ -	100.00%	\$ 48,400	-	\$ -	0.00%	\$ -	-	\$ 48,400
Grant Facilitator	Marsha Saddler	\$ 28,650	\$ 28,650	-	\$ -	100.00%	\$ 28,650	-	\$ -	0.00%	\$ -	-	\$ 28,650
job coach	Charmaine Gittens	\$ 28,650	\$ 28,650	-	\$ -	100.00%	\$ 28,650	-	\$ -	0.00%	\$ -	-	\$ 28,650
vocational career specialist	Viki Mistri	\$ 39,800	\$ 39,800	-	\$ -	100.00%	\$ 39,800	-	\$ -	0.00%	\$ -	-	\$ 39,800
grant facilitator extended calendar 112 hour	Christine Lamb	\$ 4,144	\$ 4,144	-	\$ -	100.00%	\$ 4,144	-	\$ -	0.00%	\$ -	-	\$ 4,144
grant facilitator extended calendar 112 hour	Mary Kahn	\$ 3,487	\$ 3,487	-	\$ -	100.00%	\$ 3,487	-	\$ -	0.00%	\$ -	-	\$ 3,487
grant facilitator extended calendar 112 hour	Raymond Walker	\$ 3,862	\$ 3,862	-	\$ -	100.00%	\$ 3,862	-	\$ -	0.00%	\$ -	-	\$ 3,862
grant facilitator extended calendar 112 hour	TBD	\$ 3,862	\$ 3,862	-	\$ -	100.00%	\$ 3,862	-	\$ -	0.00%	\$ -	-	\$ 3,862
job coach extended calendar 112 hours	Marsha Saddler	\$ 2,128	\$ 2,128	-	\$ -	100.00%	\$ 2,128	-	\$ -	0.00%	\$ -	-	\$ 2,128
job coach extended calendar 112 hours	Charmaine Gittens	\$ 2,128	\$ 2,128	-	\$ -	100.00%	\$ 2,128	-	\$ -	0.00%	\$ -	-	\$ 2,128
TOTALS					\$ -		\$ 315,113		\$ -		\$ -		\$ 315,113

*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-CareerSource Broward funds

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

[illegible]

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

11:08:31 AM: The total fingeres on Services Budget (Budget Sheet #2)

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SCHOOL BOARD OF BROWARD COUNTY, OSY
BUDGET - EXHIBIT C
Personnel Costs

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	Miles Per Day	Unit Cost Per Day	Total Days Travel
EX: Distance Travelled (Per employee)		Pompano to Fort Lauderdale	Miles	\$0.570 (Mileage rate)	
Distance Traveled teacher/job coach		CTACE to McFatter Tech College	9	0.570	235
Distance Traveled teacher/job coach		CTACE to Sheridan Tech College	5	0.570	235
Distance Traveled teacher/job coach		CTACE to Atlantic Tech College	9	0.570	235
Distance Traveled Teacher/job coach		Student's place of employment/internship	10	0.570	235
Mileage		Travel for 4 grant facilitators to and from school sites and student's workplace	33	18.81	\$4,420.35
TOTAL					

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

BUDGET - EXHIBIT C
Non-Personnel Costs

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
Supplies	Classroom/office supplies to support the program-folders, pens, etc.			\$ 1,000
				\$ -
				\$ -
Materials	Curriculum \$18 x 200=3600 GED Workbook & supplemental remedial curriculum			\$ 3,600
				\$ -
				\$ -
Books				
				\$ -
				\$ -
Teaching Aids				
				\$ -
				\$ -
Credential Training	GED assessments/registration fees \$32per subtest x 4 subtests x 150 students(75%)=			\$ 31,200
				\$ -
				\$ -
	\$30 tuition fee & \$10 registration 2 terms/per student=12000			\$ -
				\$ -
				\$ -
Telephone	46.94/month per cell phone (4 cell phones)=187.76 x 12 = 2253.12			\$ 2,253
				\$ -
				\$ -
				\$ -
				\$ 18,063

* Must match categories on budget pages 1-3

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

Cost Category*	Item	Quantity	Unit Cost	Total Cost**
EX: Supplies	Paper	50	\$25	\$1,250
Maintenance				\$ -
				\$ -
				\$ -
Printing				\$ 1,000.00
				\$ -
				\$ -
Equipment Rental				\$ -
				\$ -
				\$ -
Equipment Purchase	laptop computer insurance			\$ 4,000
				\$ -
				\$ -
Space Rental				\$ -
				\$ -
				\$ -
Insurance				\$ -
				\$ -
				\$ -
Utilities				\$ -
				\$ -
				\$ -
				\$ 6,000

NonPersonnel ?

SCHOOL BOARD OF BROWARD COUNTY, OSY
BUDGET - EXHIBIT C
Non-Personnel Costs

PY 2015-2016

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
**Indirect Cost				\$ 19,693
				\$ -
				\$ -
Audit				\$ -
				\$ -
				\$ -
Legal				\$ -
				\$ -
				\$ -
Accounting				\$ -
				\$ -
				\$ -
***Profit				\$ -
				\$ -
				\$ -
Background Screening				\$ -
				\$ -
				\$ -
Subcontractor				\$ -
				\$ -
				\$ -
TOTAL				\$ 24,943

* Must match categories on budget pages 1-3

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