FIRST COAST WORKFORCE DEVELOPMENT, INC., (FCWD)
DBA CAREERSOURCE NORTHEAST FLORIDA
SUB-AWARD TO
GENERATION: YOU EMPLOYED, INC.

WIOA YOUTH SERVICES 2019 – 2020 **FCWD 2019-2020-03 (O)**

Title 2 – Subtitle A – Chapter II – Part 200 – Subpart D - § 200.331: Requirements for pass-through entities.	
(a) The following sub-award information is provided by First Coast Workforce Development, Inc., (FCWD), dba CareerSource Northeast Florida, the Pass-Through Entity, to GENERATION: YOU EMPLOYED, INC., the Sub-Recipient. If/when any of these data elements changes, the change(s) will (also) be included in any subsequent sub-award modification(s).	
(1) Federal Award Identification.	
• Sub-Recipient name (which must match the name associated with its unique entity identifier)	**GENERATION: YOU EMPLOYED, INC.**
• Sub-Recipient's unique entity identifier	DUNS #07-9446794
• Federal Award Identification Number (FAIN)	2018 Youth (AA-32210-18-55-A-12) 2019 Youth (AA-33223-19-55-A-12) 2018 WT (G1901 FL TANF) 2019 WT (TBD)
• Federal Award Date	PY 2018, PY2019
• Sub-Award Period of Performance: start/end dates	July 1, 2019 – June 30, 2020
• Amount of Federal funds obligated by this action	$600,000.00
• Total amount of Federal funds obligated to the Sub-Recipient	$600,000.00
• Total amount of Federal Award to FCWD	PY 2018 Y ($3,104,646) & WT ($3,785.167) PY 2019 Y ($2,611,709) & WT (TBD)
• Federal award project description	WIOA Youth Services
• Name of Federal awarding agency • Pass-through entity, and • Contact information for awarding official	Federal awarding agency: For WIOA: U. S. Dept. of Labor through State of Florida, Dept. of Economic Opportunity For TANF: U. S. Dept. of Health and Human Services through State of Florida, Dept. of Economic Opportunity Pass Through Entity: First Coast Workforce Development Inc., dba CareerSource Northeast Florida Contact information: Dianna Davis, Vice President Compliance & Administration ddavis@careersourcenefl.com
• CFDA Number and Name	WIOA Youth Training Program/17.259; Welfare Transition Program/93.558
• Is this sub-award for R&D?	No
• Indirect cost rate for the Federal award	NA

THIS SUB-AWARD is entered into between First Coast Workforce Development, Inc., dba **CareerSource Northeast Florida (FCWD),** with administrative offices at 1845 Town Center Blvd., Suite 250, Fleming Island, Fl. 32003, and **GENERATION: YOU EMPLOYED, INC.**, hereinafter referred to as **"Contractor"** with administrative offices at 1200 19th Street, N. W., Suite 910, Washington, D.C. 20036, for the purpose of providing Workforce Development Services as authorized by the Workforce Innovation and Opportunity Act (WIOA – Public Law 113-128), and Florida's Workforce Innovation Act 2000, Chapter 2000-165 Laws of Florida, and any subsequent amendments.

FCWD agrees to pay Contractor for services according to the Agreement of Payment, an amount not to exceed **six hundred thousand dollars ($600,000)** subject to the availability of funds. Payments will be made through Federal funds from grants with CFDA numbers listed above. Contractor acknowledges that the cost data submitted to FCWD in support of this sub-award is accurate, complete and current as of the date of execution of this contract.

The Term of this sub-award will be from July 1, 2019 through June 30, 2020. FCWD is not obligated to pay for costs incurred related to this sub-award prior to the start date or after the end date. This sub-award, which incorporates Attachment I – General Provisions, Attachment II – Statement of Work, Attachment III – Agreement for Payment, Attachment IV – Performance Outcome Measures, Attachment V – Required Services, Data Input, and Documentation; and all Exhibits, contains all the terms and conditions agreed upon by both parties.

Attachments			
I	General Provisions		
II	Statement of Work		
III	Agreement for Payment		
IV	Performance Outcome Measures		
V	Required Services, Data Input, and Documentation		
VI	Individual Non-Disclosure and Confidentiality Certification Forms		
VII	Budget		

By signing this sub-award, Contractor certifies compliance with the laws and regulations outlined in Attachment I - General Provisions, subject to modifications as the result of Federal mandates, as applicable.

IN WITNESS THEREOF, the parties hereto have caused this sub-award to be executed by their undersigned duly authorized officials.

GENERATION: YOU EMPLOYED, INC.

Dr. Mona Mourshed, President & CEO

06/26/2019
Date

FIRST COAST WORKFORCE DEVELOPMENT, INC.
DBA CAREERSOURCE NORTHEAST FLORIDA

Bruce Ferguson, Jr., President/CEO

6/27/19
Date

WITNESSED BY:

Jee Yon Pae, Development Director
GENERATION: YOU EMPLOYED, INC.

6/26/2019
Date

WITNESSED BY:

FIRST COAST WORKFORCE DEVELOPMENT, INC.
DBA CAREER SOURCE NORTHEAST FLORIDA

6/27/19
Date

CONTRACT NOT VALID UNTIL SIGNED BY BOTH PARTIES

ATTACHMENT I
GENERAL PROVISIONS

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I. CONTRACTOR ASSURANCES

A. General Agreements

Contractor shall provide services and/or training within the contract period and in accordance with the Statement of Work, Attachment 2 and within the parameters of the Agreement of Payment, Attachment 3.

B. Laws and Regulations

1. The Contractor warrants that all its activities and the activities of its FCWD approved subcontractors under this contract shall be conducted in conformance with the Workforce Innovation and Opportunity Act (WIOA), the Workforce Innovations Act of 2000 (Title XXI Chapter 445, Florida Laws) and subsequent amendments, 45 CFR 98, the Temporary Assistance for Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated thereunder, the Statement of Work and all other terms of this contract; all applicable Federal, State and local laws, regulations, directives, policies, and instructions as they pertain to this contract which are in effect at the inception of this contract or as may be promulgated or amended during its life; and other laws, ordinances, regulations, and licensing requirements including state and federal safety, health, and personal protective equipment requirements. When determining applicability, all programs and activities funded, or otherwise financially assisted, in whole or part, under Welfare Transition Program, are considered to be programs and activities receiving federal financial assistance.

2. Contractor shall comply with the Americans with Disabilities Act, (42 U.S.C., 12101 et. seq.) which prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, State and local government services and in telecommunications.

3. Contractor shall comply fully with nondiscrimination and equal opportunity laws, Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, creed, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity and the Contractor agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, and as supplemented in Department of Labor regulation 29 CFR parts 33 and 37 as well as 41 CFR, part 60 and 45 CFR part 80, if applicable. including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; Section 654 of the Omnibus Reconciliation Act of 1981, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws.

4. If this contract is for an amount over $100,000, the Contractor shall comply with all applicable standards, orders or regulations issued under section 306 of the Clean Air Act as amended (42 U.S.C. 7401 et seq.), section 508 of the Clean Water Act as amended (33 U.S.C. 1368 et seq.), Executive Order 11738 and Environmental Protection Agency regulations (400 CFR Part 15). The Contractor shall report any violations of the above to FCWD.

5. Contractor shall not employ unauthorized aliens, which is considered a violation of section 274A (e) of the Immigration and Naturalization Act. Such violation shall be cause for unilateral cancellation of this contract by FCWD.

6. Contractor understands it is illegal for any corporate entity to punish whistleblowers or retaliate against any employee who reports suspected cases of fraud or abuse (SOX, Section 1107, Section 1513 of Title 18, USC).

7. Contractor understands it is a crime to alter, cover up, falsify, or destroy any document that may be relevant to any official investigation (SOX, Section 1102, Section 1512 of Title 18, USC).

8. Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's energy conservation plan issued in compliance with the Energy Policy and Conservation Act, Pub. L. 94-163.

9. Contractor shall utilize a cost allocation methodology which assures FCWD is paying only its fair share of costs for services, overhead, and staffing not solely devoted to the program funded by this agreement. The cost allocation plan will be tested as part of FCWD's review of the contractors program. The cost allocation plan will be reviewed and approved by FCWD and be in compliance with OMB circulars.

10. Contractor will comply with the Davis-Bacon act as amended (40 U.S.C. 276a-7) and as supplemented by

the Department of Labor (DOL) regulations 29 CFR Part 5, the Copeland Anti-Kickback Act (40 U.S.C. 276c and 18 U.S.C. 874) as supplemented by DOL regulations 29 CFR Part 3, and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) as supplemented by DOL regulations 29 CFR Part 5 regarding labor standards for federally assisted construction sub agreements, as applicable.

11. **ETA Salary Limitation Certification & Sworn Statement Pursuant to Public Law 109-149 Section 101 & 2 CFR 200.** Contractor certifies Contractor is in compliance with Public Law 109-234, and that none of the funds appropriated in Public Law 109-149 or prior Acts under the heading "Employment and Training" that are available for expenditures on or after June 15, 2006 shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under section 101 of Public Law 109-149.
12. **Construction or Renovation of Facilities Using Program Funds**: The Contractor is aware that federal funds may not be used for the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or facility. If any property has been constructed or substantially renovated, through the unlawful use of state or federal funds, the federal government shall be entitled to a lien against said property.

13. **Resource Conservation and Recovery Act (RCRA):** Under RCRA (Pub. L. 94-580 codified at 42 U.S.C. 6962), state and local institutions of higher education, hospitals, and non-profit organizations that receive direct Federal awards or other Federal funds shall give preference in their procurement programs funded with Federal funds to the purchase of recycled products pursuant to the EPA guidelines.

14. The contractor shall comply with the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104 (g), 2 CFR 175).

15. The contractor agrees to comply with the Veteran's Priority of Service Provisions (38 U.S.C. 4215 and 20 CFR 1010).

16. The contractor agrees to comply with OMB circular 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

17. Equal Treatment for Faith-Based Organizations: Contractor will comply with 29 CFR 2, Subpart D which prohibits any State or local government receiving funds under any Department of Labor program, or any intermediate organization with the same duties as a governmental entity, from discriminating for or against an organization on the basis of the organization's religious character or affiliation. Prohibits religious organizations from engaging in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance. Prohibits an organization that participates in programs funded by direct financial assistance from the Department of Labor, in providing services, from discriminating against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief. Any restrictions on the use of grant funds shall apply equally to religious and non-religious organizations.

18. Purchase of American-Made Equipment and Products: The contractor assures that, to the greatest extent practical, all equipment and products purchased with funds made available in this Act will be American-made (P.L. 103 -333 §507 .

19. The contractor shall utilize an approved federally recognized indirect cost rate, a rate negotiated between FCWD and the contractor, or a de minimis indirect cost rate in accordance with 2 CFR 200,

20. Pro-Children Act: Contractor agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083: Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to $1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) LO3-277, the Contract shall not permit smoking in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18.

C. Audits

1. **Non-Profit, Governmental and Education Entities**
If this award is made to a non-profit, governmental or institution of higher education, and if this Contractor receives $750,000 or more in a fiscal year in federal financial assistance to operate a federal program, the federal cost principles and audit requirements of 2 CFR 200 shall be adhered to. The Contractor shall provide for a program specific independent financial and compliance audit conducted and prepared in accordance with generally accepted government auditing standards.

2. **Commercial Organizations**
If this award is made to a for-profit, commercial organization, and if this Contractor receives $750,000 or more in a fiscal year in federal financial assistance to operate a federal program, the Contractor shall provide for a Single Audit or program specific independent financial and compliance audit conducted and prepared in accordance with generally accepted government auditing standards.

3. **Audit and Monitoring Reports**
a) Contractors shall submit a copy of their independent audit report within thirty (30) calendar days after its receipt by the Contractor and not later than nine (9) months after the end date of this contract.

b) If an official audit or monitoring report identifies unacceptable accounting practices and/or records management, FCWD reserves the right to withhold any or all reimbursement from the Contractor until such time as the accounting practices and/or records management are improved to the satisfaction of FCWD.

c) Contractor will implement a system for monitoring fiscal, participant and program activities for compliance with this contract. Contractor will maintain documentation to verify completion of monitoring activities.

d) The Contractor will respond in writing to monitoring reports and requests for corrective action plans within ten (10) business days after the receipt of the monitoring report from FCWD.

D. Record Keeping

Contractor will be responsible for maintaining all financial records, statistical records, property records, applicant and participant records, supporting documentation, and any other documents (including electronic storage media) pertinent to this contract for a period of three (3) years from the date of the final payment of this contract, or until all audits are complete and findings on all claims have finally been resolved, whichever is longer. Records for equipment shall be maintained beyond the prescribed period if

necessary to ensure that they are retained for three (3) years after final disposition of the property.

The Contractor will cooperate with FCWD to facilitate the duplication and/or transfer of any said records or documents during the required retention period. If the Contractor is unable to retain the records for the required period, the Contractor will notify FCWD in writing and request instructions.

E. Access to Records

1. At any time during normal business hours and as often as FCWD, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, Contractor shall make available all appropriate personnel for interviews and all such financial, applicant, or participants' books, documents, papers and records (including computer records), or other data relating to matters covered by this contract, for examination, audit, or for the making of excerpts or copies of such records for the purpose of auditing and monitoring program activities and determining compliance with all applicable rules and regulations, and the provisions of this contract. The above referenced records shall be made available at the Contractor's expense, at reasonable locations as determined by FCWD.

2. The Contractor shall allow public access to all documents, papers, letters, or other material subject to the provisions of chapter 119 of the Florida Statutes and made or received by the Contractor in conjunction with this contract. Denial of this access shall be grounds for immediate unilateral cancellation of this contract by FCWD.

F. Confidentiality

The contractor shall adhere to the provisions of the Florida Public Records Act, Chapter119, F.S., and other applicable state and federal laws that govern disclosure of any confidential information. The contractor shall implement procedures to ensure the protection and confidentiality of all data, files, and records involved with this contract. Contractor shall not disclose any information concerning an applicant or participant for any purpose not in conformity with the state and federal regulations, except upon receipt of a written request and upon written consent of the recipient or his responsible parent or guardian when authorized by law. This information may be made available upon consent of FCWD to other entities to affect the appropriate delivery of services to the applicant or customer.

G. Internal Financial Control

1. Contractor shall be responsible for implementing procedures and internal financial controls governing the management and utilization of the funds provided hereunder. Contractor shall maintain its books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by FCWD under this contract.

2. Contractor shall track costs in sufficient detail to determine compliance with applicable laws and regulations and to ensure that the funds have been lawfully spent. All expenditures must be in accordance with the applicable OMB Cost Principles.

3. Contractor shall maintain separate accounting records for funds received and expended under this contract.

H. Reimbursement Request and Close-out Reports

All reimbursement requests and close-out reports shall be submitted to FCWD's Administrative Office 1845 Town Center Blvd., Suite 250, Fleming Island, FL. 32003, including, but not limited to:

1. Reimbursement Request: Contractor shall submit to FCWD a monthly reimbursement request that is in sufficient detail for a proper pre-audit and post audit thereof. This Reimbursement Request and any back-up documentation of paid costs and/or performance deliverables shall be submitted as specified herein and in the Agreement of Payment. The Contract Manager shall review and accept the contract units of deliverables prior to payment. FCWD may reduce the amount to be paid in proportion to the Contractor's failure to achieve specified performance measures.

   Services and/or training paid in full or in part under any other contract or from any other source are not eligible for payment under this contract.

   FCWD reserves the right to refuse to reimburse the Contractor for any Payment Request not submitted within thirty-five (35) calendar days after contract termination.

2. Final Reimbursement Request and Contract Close-Out Report: Contractor shall submit to FCWD a final invoice and a Contract Close-Out Report within thirty-five (35) calendar days after contract termination. If the Contractor fails to do so, all rights to payment will be forfeited and FCWD may not honor any requests submitted after the aforesaid time period. Any payment due under the terms of this contract may be withheld until all reports due from the Contractor and necessary adjustments thereto have been approved by FCWD.

   The Contract Close-out Report will summarize all reimbursement requests, actual expenses, inventory and other items pertinent to the close out of this contract with FCWD.

3. Program Income Report: The Contractor shall submit to FCWD a Program Income Report within thirty-five (35) calendar days after contract termination detailing any program income generated from activities covered under this contract.

Any payment due under the terms of this contract may be withheld until all reports due from the Contractor and necessary adjustments thereto have been received and approved by FCWD.

I. Disallowed Costs/Return of Funds

1. Contractor shall return to FCWD any overpayment due to unearned funds or funds disallowed pursuant to the terms of this contract that were disbursed to the Contractor by FCWD or funds which are disallowed in the final resolution of an audit report. Contractor shall repay such amounts from funds other than funds received under this contract and according to FCWD's Audit Resolution/Debt Collection Policy. FCWD may withhold funds from future deliverables or other requests for payment pending resolution of disallowed costs.

2. Refunds or credits from training institutions or other vendors for costs that have been reimbursed by FCWD shall be returned to FCWD within ten (10) business days of being received by the Contractor or shall be accounted for in the following reimbursement request with a reduction equal to the refund or credit.

3. Should repayment not be made in a timely manner, FCWD will charge interest of one (1) percent per month compounded on the outstanding balance forty (40) calendar days after the date of notification.

J. Program Income

Revenues generated through activities funded under this contract in excess of costs are to be treated as program income in accordance with FCWD Program Income Policy.

K. Insurance

Contractor shall maintain, in a format approved by FCWD, satisfactory evidence that the following insurance coverages, as appropriate, are in force and will not be canceled without thirty (30) calendar days written notice to FCWD. FCWD may withhold payments or terminate this contract if the Contractor fails to maintain or provide evidence of current insurance.

1. Liability Insurance: Contractor agrees to obtain a standard liability insurance policy in the single limit amount of $1,000,000 and will provide general liability insurance in amount of $100,000 per person and $200,000 per occurrence with an endorsement naming FCWD as additional insured, unless Contractor is self-insured. If Contractor is self-insured, Contractor must be able to provide the same coverage and must submit proper documentation to FCWD as evidence of such.

2. Workers' Compensation: To the extent that the state Workers' Compensation law is applicable, Contractor must provide Workers' Compensation coverage to all employees paid directly under this contract. Where employees covered under this contract are not covered under a state Workers' Compensation law, then the Contractor shall provide insurance coverage for injuries suffered by employees. Income maintenance coverage is not required.

3. Motor Vehicle Insurance: Contractor agrees to obtain Motor Vehicle Insurance coverage in the amounts of $50,000 property damage, $100,000 per person and $300,000 per occurrence, for all motorized vehicles owned or leased by the Contractor to be used in the performance of actions authorized by this contract.

4. Bonding: Contractor shall carry an Employee Fidelity Bond on every officer, director, agent, or employee authorized to receive or deposit these funds or issue financial documents, checks, or other instruments of payment of program costs. Bond shall be in the amount of $100,000 or the total amount of this contract, whichever is less. The bond shall be effective prior to any contract payment and for at least three (3) months after this contract terminates.

   The Contractor shall assure and require that all subcontractors maintain the same type of insurance.

5. Equipment: All equipment received from FCWD and used by Contractor under this contract shall be insured against fire, theft, and destruction equal to the full replacement cost.

L. Purchasing

All purchasing of goods and services must be in compliance with FCWD procurement guidelines or Contractor's procurement policy, if the Contractor's policy is approved in advance. Records must be maintained to document procurement efforts to comply with this requirement.

M. Equipment

The use of contract funds to purchase equipment, as defined by 2 CFR 200, is prohibited without prior written approval of FCWD. Contractor shall maintain an up-to-date inventory of all property purchased under this contract. All such property shall be returned to FCWD, unless otherwise authorized in writing by FCWD. No such property shall be disposed of without written authorization from FCWD.

N. Use of Supplies

Any consumable supplies purchased under this contract or provided by FCWD for use in delivering the services under this contract shall be used exclusively for program purposes unless another use agreement has been made part of this contract. These supplies shall remain the property of FCWD.

O. Copyrights, Patent Rights and Rights to Data

FCWD reserves royalty-free, exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use a) the copyright in any work or materials developed under this contract; and b) any rights of copyright to which the Contractor purchased ownership with funds provided under this contract.

FCWD shall have exclusive, nontransferable, irrevocable, paid-up license to any patentable discovery or invention that arises or is developed under this contract. FCWD shall have unlimited rights to any data first produced or delivered under this contract.

Notwithstanding the forgoing, FCWD shall not obtain ownership or unlimited rights in any previously developed proprietary or confidential information or software of the Contractor, or restricted third party information or software, utilized by the Contractor in the performance of this contract.

P. Assignment and Subcontracts

Contractor shall not subcontract, assign or transfer any rights or responsibilities under this contract or any portion thereof without the prior written approval of FCWD, unless otherwise authorized by this contract. The Contractor shall submit a written subcontract to FCWD for approval prior to its execution. Including the names of potential subcontractors in a response to a request for proposal does not relieve the Contractor from obtaining this written approval.

FCWD reserves the right to reject the subcontracting of certain services or training and the use of particular subcontractors.

In no case shall such approval from FCWD relieve the Contractor from its obligation under this contract, or change the terms of this contract. The Contractor shall ensure that all applicable provisions of this contract are binding upon all approved subcontractors. It is understood that FCWD shall not be liable to any subcontractor(s) for any expense or liabilities incurred under the subcontract.

Q. Conflict of Interest

1. No Contractor or subcontractor representative serving on FCWD Board of Directors or any of its committees shall discuss or cast a vote on the provision of services and/or training by the Contractor or its subcontractor(s), or any matter which would provide or give the appearance of providing financial benefit to the Contractor, or influence or attempt to influence any other member of the Board of FCWD or its committees on decisions benefiting the Contractor.
2. No Contractor's representative will solicit or accept money or any other consideration from a third party for the provision of goods or services funded in whole or in part under this contract.
3. Contractor may not hire a person in an administrative capacity, staff position, work experience, work supplementation or on-the-job training position funded under the Welfare Transition Program Act if a member of that person's immediate family is employed in an administrative capacity for FCWD or the Contractor. Prior to employing or assigning any individual to any position or activity related to any of Contractor's employees a written request shall be forwarded to FCWD's Legal Department seeking a written opinion regarding the allowability of the desired action on the part of Contractor. Contractor shall be bound by the written opinion issued by the FCWD President.
4. The contractor shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts

in accordance with 29 CFR 95.42, or abide by FCWD's code of conduct.

R. Indemnification

1. The Contractor agrees to be liable for, defend and indemnify FCWD and all of FCWD's officers, agents, or employees against all claims, losses, suits, judgments, or damages, including the cost of administrative proceedings, court costs and attorney's fees, arising out of any acts, actions, negligence or omissions by the Contractor, and its agents, subcontractors, or employees, during the performance of this contract. Where the Contractor and FCWD commit joint negligent acts or omissions, the Contractor shall not be liable for nor have the obligation to defend FCWD with respect to that part of the joint negligent act or omission committed by FCWD. In no event shall the Contractor be liable for or have any obligation to defend FCWD against such claims, suits, judgments, or damages, including costs and attorney's fees, arising out of the sole negligent or intentional acts or omissions of FCWD.
2. Paragraph R.1. Shall not apply to any Contractor who is a state agency or subdivision, as defined in section 768.28, Florida Statutes. Any Contractor who is a state agency or subdivision agrees to be fully responsible for its negligent acts or omissions or tortuous acts that result in claims or suits against FCWD, and agrees to be liable for any damages proximately caused by said acts or omissions. In the event that FCWD suffers a loss or damages as a result of the Contractor's breach of this contract, or the Contractor's negligence in discharging its duties under this contract for which there is no adequate legal remedy available to FCWD, or there are insufficient funds from which the Contractor can fully compensate FCWD, the Contractor agrees to make a good faith effort to seek an appropriation from the legislature sufficient to fully reimburse FCWD for its' loss resulting from such negligence or, breach of contract. Nothing herein is intended to serve as a waiver of sovereign immunity by any Contractor to which sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.
3. The Contractor's inability to evaluate liability or its evaluation of liability shall not excuse the Contractor's duty to defend and indemnify within seven (7) calendar days after such notice by FCWD is given by certified mail. Only adjudication or judgment after the highest appeal is exhausted specifically finding the Contractor not liable shall excuse the performance of this provision. FCWD's failure to notify the Contractor of a claim shall not release the Contractor of the above duty to defend.
4. The Contractor agrees that it is an independent Contractor of FCWD and not an agent or employee.

S. Religious, Political and Lobbying Activity

No funds made available under this contract shall be used for

1) lobbying of federal, state or local legislatures to influence legislation or appropriations; or 2) to raise funds, or to promote, assist, or deter union organizing.

The employment or training of any participants in sectarian activities is prohibited. Nor shall any participant be employed to carry out the construction, operation or maintenance of any part of any facility that is or will be used for sectarian instruction or as a place for religious worship.

The contractor will comply with the provision of the Hatch Act (5 U.S.C. 1501-1508 and 7328) which limit the political activities of employees, whose principal employment activities are funded in whole or in part with federal funds.

T. Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services, may not submit bids on leases of real property, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a FCWD contract for a period of thirty-six (36) months following the date of being placed on the convicted vendor list.

U. Health and Safety

Health and safety standards, including Child Labor Laws, established under state and federal law, otherwise applicable to working conditions of employees shall be applicable to working and training conditions of participants served under this contract. Where participants or employees covered under this contract are engaged in activities not covered under the Occupational Health and Safety Act of 1970, they shall not be required or permitted to work, be trained, or receive services in buildings or surroundings or under working conditions which are unsanitary, hazardous or dangerous to their health or safety.

V. Civil Rights

Contractor must ensure that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with this contract on the basis of race, color, religion, sex, national origin, disability, age, political affiliation or status as a participant.

W. Grievance and Complaint Procedures

Contractor shall adhere to and comply with FCWD grievance and complaint procedures that were promulgated by Florida State, Office of Civil Rights. Contractor shall ensure that all participants served under this contract are properly informed of their rights and benefits, including the right to file a grievance or a complaint with FCWD.

X. Sponsorship, Public Announcement, and Advertising

Contractor shall not publicize, advertise, or describe the training and/or services funded under this contract, without prior approval from FCWD. The Contractor agrees to use the CareerSource brand name, and will adhere to all marketing strategies implemented by FCWD. Contractor agrees that when issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, Contractor shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement and (2) the dollar amount of Federal funds for the project or program.

Y. Knowledge of Terms of this Contract

The Contractor shall take such actions as are necessary to ensure the knowledge and understanding of the terms of this contract by all staff of the Contractor and any subcontractor(s) if approved by FCWD.

Z. Incident Reporting

Known or suspected incidents of fraud, program abuse or criminal conduct shall be reported to FCWD immediately.

To assure compliance with Chapter 415, Florida Statutes, an employee of the Contractor who knows or has reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected or exploited, shall immediately report such knowledge or suspicion to the Central Abuse Registry and Tracking System of the Department of Children and Families on the statewide toll-free telephone number 1 (800) 96ABUSE.

The Contractor shall, in accordance with the client risk prevention system, report those reportable situations listed in HRSR 215-6 Paragraph 5, in the manner prescribed in HRSR 215-6.

AA. Enforcement of Contract Provisions

The failure of FCWD to strictly enforce any of the provisions of this contract, or to require strict performance by the Contractor of any provision herein, shall in no way be construed to be a waiver of such provisions or the validity of this contract or any part hereof, or waive the right of FCWD to thereafter enforce each and every provision herein.

BB. Warranty

The Contractor covenants and warrants:

1. It is lawfully organized and constituted under all federal, state and local laws, ordinances and other authorities of its domicile and otherwise in full compliance with all legal requirements of its domicile;
2. It is possessed of the legal authority and capacity to enter into and perform this contract;
3. It is duly authorized to operate and do business in the State of Florida; and,
4. It has no present interest nor shall it acquire any interest which would conflict in any manner with its duties and obligations under his contract.

II. MUTUAL ASSURANCES

A. Amendments, Modifications and Contract Extension

1. FCWD reserves the authority to amend or modify this contract with written bilateral agreement of the Contractor. Reimbursements and the total dollar amount may be adjusted retroactively to reflect cost increases when these have been established through the appropriate process and subsequently identified in a modification to the Contractor's budget.
2. Mandatory changes in regulations, policies or law will be unilaterally amended by FCWD and will be effective upon the receipt by Contractor of a Contract Modification signed by the President of FCWD.
3. This contract may not be renewed.

B. Termination

1. Termination Due to Lack of Funds: If for any reason funds to finance this contract are reduced, suspended or terminated, in whole or in part, funding for this contract may cease. FCWD shall provide no less than ten (10) business days written notice of such termination.
2. Termination for Breach: FCWD may terminate this contract when it has determined that the Contractor has failed to provide any of the services specified herein in a timely or proper fashion, failed to perform in whole or in part, or has violated any stipulations of this contract. FCWD will notify Contractor of such in writing. Depending on the situation and cause for the breach of contract, FCWD may either unilaterally cancel the contract immediately or allow the Contractor ten (10) business days from receipt of notice in which to respond with a plan agreeable to FCWD to correct said deficiencies. Upon failure of Contractor to respond within the appointed time or failure of Contractor to respond with appropriate plans, FCWD will serve a termination notice which shall become effective within fifteen (15) business days after its issuance.

   In the event of such termination, FCWD shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by FCWD within 45 calendar days of termination date.

   Contractor shall give FCWD written notice of any perceived breach and it shall give FCWD ten (10) business days to cure any perceived breach under the contract.
3. Termination for Convenience: This contract may be terminated by either party for convenience when it is in their best interest. FCWD may suspend this contract for the purpose of investigating irregularities under this contract. Any termination for convenience will be preceded by written notice setting forth the effective date of said termination. The termination shall be effective within 30 calendar days after the notice is issued unless a lesser time is mutually agreed upon by both parties. The Contractor has forty-five (45) calendar days after the effective date to bill for payment. Contractor shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.
4. Other: Unearned payment under this contract may be suspended or contract terminated upon the refusal by Contractor to accept or comply with any additional conditions that may be imposed by the Federal Government, the State of Florida, the Governor, or FCWD at any time.
5. Arbitration Clause: Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. This contract shall be interpreted under the laws of the State of Florida.
6. Venue: The place for any hearing, arbitration or otherwise, shall be Clay County, Florida.
7. This contract shall be interpreted under the laws of the State of Florida.
8. The submittal of false information may be considered fraud and could result in the immediate termination of the contract.

C. General Provisions

1. None of the funds or services under this Agreement provided by the HHS, DOL, the Governor or FCWD to the Contractor shall be used for any partisan political activity or to further the election or the defeat of any candidates for public office within the constraints of the Hatch Act (5 USC section 1501) or the Federal Election Campaign Act, as amended (2 USC section 431).
2. No participant, recipient or employee whose salary is funded in whole or in part by this agreement or who may be assigned to a Community Work Experience Program (CWEP) may engage in partisan or nonpartisan political activities during the hours for which the recipient or employee is paid with WIOA or WTP funds or is receiving a TANF or FS benefit.
3. No participant, recipient or employee whose salary is paid for in whole or in part with funds available under this agreement may be employed or out stationed in positions involving political activities in the offices of elected officials.
4. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written. It is further agreed that no modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed by FCWD
5. Contractor understands and agrees that when requested, Contractor shall complete and furnish to FCWD all forms, reports, documents, and records, within ten (10) days of said request. Failure to comply with this provision will result in FCWD's withholding the Contractor's reimbursement or unit payment until such time that the Contractor complies with FCWD's request.

Attachment II
GENERATION: YOU EMPLOYED INC.
Statement of Work

Services:

Generation will provide services to an anticipated **10** active, out of school (OSY) continuing services from the prior program year. Generation will recruit WIOA eligible OSY that reside in Northeast Florida and submit an applicant file for eligibility determination. Once the OSY has been determined eligible by FCWD and enrolled/data-entered into Employ Florida (EF), Generation will provide WIOA services to no less than **105**, newly enrolled OSY during the period of July 1, 2019 through June 30, 2020.

An enrollment is defined by determining Workforce Innovation and Opportunity Act (WIOA) eligibility and creating participation in the state system (EF). Generation will also provide 12 months of follow-up services to an anticipated **84** OSY that have exited from the program last program year. Follow up services will be provided as long as this contract shall be in place.

Availability of Services:

Generation will offer services on a year-round basis. Services for (OSY) will be provided 5 days a week and accommodate individual participant schedules. Services will be offered at a minimum from 8 a.m. – 4 p.m. Alternative schedules may be offered and provided to FCWD's Vice President of Compliance if offered on a routine basis.

Primary Location for services for the Information Technology (IT) program will be held at the Florida State College at Jacksonville's Advanced Technology Center:

401 West State Street Jacksonville, Florida 32202
(904) 299-5894 Generation Jacksonville Offices

Primary Location for services for the Certified Medical Administrative Assistant (CMAA) program will be held at Generation Jacksonville's office:
320 East Adams Street Jacksonville, Florida 32202
(904) 299-5894

Jobs and direct engagement with employers (Community Outreach):

In developing our IT program, we worked hand-in-hand with our employer partners such as Barclays, Microsoft, Jacksonville-based Modis to design a training directly tied to high growth/high skill occupation in Jacksonville's local market curriculum. As a result, our graduates have had a 75% certification pass rate for Comp TIA certification.

Similarly for our CMAA program, we worked with employer partners, the University of Alabama Birmingham, Brookwood Baptist and Atrium to design the curriculum. We will use this existing resource that will ease the transition to add a new training program, and we will have local Jacksonville employer partners tweak the training given that labor-market contexts can vary from one city to another. We have already started identifying and cultivating potential healthcare employer partners such as the University of Florida Health and Baptist Health to help us secure employer partners in the healthcare sector.

Objective Assessment & Individual Service Strategy:

After enrollment into the program, Generation will enter accurate and timely information on the (OSY) in Employ Florida (EF). The individuals' academic abilities and career interests will be used to develop an individual service strategy (ISS) that will outline the activities and goals that will be established with the young adult to assist them in attaining a young adult positive outcome as defined by Workforce Innovation and Opportunity Act (WIOA) Common Measures. As the OSY progress in the program and/ or their interest change, the ISS will be modified to reflect such changes. Literacy and numeracy pre-test and post-test data will be entered for all participants as required. The ISS will be regularly monitored, maintained and updated by case management staff.

Recruitment of candidates:

Generation Jacksonville will serve everyone ages 17 to 19 on the below list **with the exception** of 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.

- High School Dropout,
- Recipient of a high school diploma or its recognized equivalent who is a low-income individual and is basic skills deficient or an English language learner
- Offender
- Homeless
- Runaway
- In foster care or has aged out of the foster care system,
- Pregnant or parenting,
- Youth with a disability

Community/Alumni:

We aim to develop alumni networks in which graduates can come together socially, nurturing a supportive environment. For graduates, we believe a robust alumni program can help create accountability to keep up good habits built during training: it can also offer a safe place to share their personal and work experiences. For Generation, a formal alumni network provides a way to generate reliable data and better performance. In Jacksonville, all successful alumni are invited into the following cohort's classroom to give advice and mentorship to the current cohort. The addition of the Generation App for all smartphones helps our students connect with the Generation staff, their classmates, and all alumni during their coursework and following graduation.

Return on investment:

We rigorously track Generation's short- and long-term impact regarding the well-being of participants, return on investment for employers, and program efficacy. Beyond Feedback is our research partner and supports us in tracking the data for all three categories.

For impact on participants, we measure the percentage of graduates that are placed into jobs, and remain employed in a relevant field. We further examine additional indicators having to do with improving participants' overall life trajectory – metrics include home ownership, net income, social indicators, physical and emotional well-being, and crime incidents. We believe this commitment to tracking our graduates has already been and will continue to be very helpful for WIOA reporting requirements.

For return on investment to employers, from day one, we examine the productivity and quality outcomes of Generation graduates relative to non-Generation graduates; we also look at their professionalism (for example, reduced absenteeism and disciplinary actions), how long graduates stay on the job, and how quickly they advance to the next step on the career ladder.

Last, we will evaluate program efficacy, determining which elements of Generation are most cost effective in order to support policy makers, funders, and practitioners in their investment decisions.

Required WIOA Program Elements

The **14 WIOA youth program elements** are made available to each youth during the program. These are independently driven by the participants needs. Any service needed will be identified in the ISS and documented in the case file with activities and case noted in the EF system. Generation Jacksonville offers all 14 elements, and engage OSY in the following ways:

Tutoring, Study Skills Training, Instruction, and Dropout Prevention:

Students who do not have their high school diploma or GED are given counseling and referral information to begin attending a course with a partner organization such as a local college. Students without a GED are required to pursue and obtain their GED while working with the Generation boot camp. Students understand that the completion of both courses significantly improves their employability and opportunities post-graduation. Mentors and instructors support students and encourage them to reach their fullest potential. Generation staff can provide pre-post TABE proctoring onsite to assess the literacy level of each student and recommend individualized goals and plans to improve.

Alternative Secondary School and Dropout Recovery Services:

Generation targets those OSY who are hardest-hit by unemployment. As such, applicants and participants are predominantly 'high risk' in several ways and most of our student population have experienced non-traditional educational paths such as receiving a GED as an adult, having an IEP throughout their school years, or have some college.

We support the youth by referring applicants who are not ready or eligible to apply for our rigorous boot-camp program to our community partner organizations (e.g., Learn to Read) to obtain the necessary "upskilling" to participate in future cohorts.

Paid and Unpaid Work Experience:

Youth in the Generation program will be afforded an opportunity to participate in work experiences; this program will particularly be geared towards those Generation students who were not immediately employed after graduating or who had difficulties completing the training and may need additional knowledge to understand specific concepts. Work experiences will consist of 6 weeks of training on average. **Most will receive up to $150 per week, based on actual length of training and number of hours per day for the work experience. Youth may be in a work experience up to 20 hours per week.** Youth who complete a work experience may be offered positions by the employer, but there is no guarantee. Additional support services from staff may be included in the overall cost and service delivery of each youth's work experience**. At least 52 participants will be offered unpaid/paid**, WEX/internships opportunities to include stipend incentive, with public and/or private industries to enhance the OSY work readiness skills in preparation for unsubsidized employment.

Generation shall document activity in EF for tracking purposes. Proper documentation will be maintained in each participant's file. Generation will expend at least **30% ($180,000)** of the required portion of the budget on work-based learning to align with WIOA requirements.

The educational component will be incorporated through the WEX opportunity at public and/or private industries to teach OSY work readiness skills in preparation for unsubsidized employment. The OSY to participate in real work experiences and receive a hands-on learning experience from the employer partners. Work experiences will consist of 6 weeks of training on average. For example: for an IT Help Desk employer partner would teach the OSY technical skills like hardware or soft skills like professionalism. WEX partners include Girl's Inc. where they teach young people web page design or Jacksonville Aviation Authority (JAA's) help desk teach young people how to work at the help desk for the Jacksonville airport or Scarlett Group, where the students learn how to navigate the help desk.

Additional support services and reinforcement from these learnings and mentorship will be provided by the Generation Jacksonville team.

Occupational Skills Training:

In developing our IT curriculum, we worked hand-in-hand with our employer partners such as Barclays, Microsoft, Jacksonville-based Modis to design training directly tied to this occupation in Jacksonville's local market curriculum. As a result, our graduates have had a 75% certification pass rate for Comp TIA certification.

Similarly for our CMAA program, we worked with employer partners, the University of Alabama Birmingham, Brookwood Baptist and Atrium to design the curriculum. We will use this existing resource that will ease the transition to add a new training program, and we will have local Jacksonville employer partners tweak the training given that labor-market contexts can vary from one city to another.

Furthermore, to ensure the skills training provides specific vocational skills that lead to proficiency in IT and healthcare, Generation's approach to curriculum and instruction include:

- **Proven design principles**: Based on our seven-component methodology that has proven strong outcomes in job placement and job retention, what we teach and how we teach addresses the needs of employers and participants: Anchored in job activities; Skills for a job and beyond; Fully integrated

- **Varied session types**: Generation's curriculum includes technical skills that are job specific, such as installing hardware and software for our 11-week IT program or registering and verifying patients for our five-week CMAA program, and also behavior skills and mindsets, reflection and reinforcement, social support and mentoring, and community sessions

- **Hands-on learning, and opportunities to practice**: Generation classrooms provide opportunities to practice the skills taught in a way that is integrated with behavioral skills and mindsets, based in job activities, and plentiful (i.e., practice is 2x content)

Education Offered Concurrently with Workforce Preparation:

To ensure our program participants are receiving the necessary education to be successful in the workforce, we incorporate technical training in the core competencies of each role and integrate behavioral skills and mindsets demonstrated by top performers in the role. To create this alignment and develop a high-impact curriculum, we conduct 'Activity Mapping' on-the-ground in order to:

- Determine the primary activities that employees in the role perform daily on the job through interviews and observations

- Identify the specific behaviors and tactics that most differentiate performance between top and low performers by capturing the behaviors and mindsets of the former group through observations and focus groups

- Translate these key activities to business drivers, so that we can assess the productivity and quality outcomes of an individual employee and therefore determine the employer's return on investment from participating in Generation

In addition, we prepare our students for the workforce through lessons on resume writing, cover letter writing, job application skills building, mock interview both with Generation staff and professionals from the community who volunteer their time to interview the students or be a guest speaker for the class. For example: Every Monday an IT professional addresses the class by speaking of their real life experience in IT and answer questions and gives advice. Additionally, we offer all possible networking opportunities to the students by encouraging them to attend local IT Council meetings and events as a class. All students are given coaching on their professional attire for interviews and provided assistance to purchase appropriate clothes if needed.

Contractor will ensure all Youth attend scheduled visits/tours with CareerSource to familiarize themselves with available services, staff, and standard office operations before completion of their programs. Youth will have opportunities throughout their programs to attend employability skills seminars and job fairs, conduct job searches, interview with potential employers, and attend motivational presentations conducted by trained professionals providing career exploration, job search techniques, and job

retention strategies as available with CareerSource. This early introduction to CareerSource will provide a clear understanding of the services available through CareerSource to meet their future workforce needs.

Leadership Development Opportunities:

Generation offers program graduates leadership opportunities through the Alumni Leadership program that facilitates leadership opportunities within the Alumni Community that fosters a sense of Generation alumni pride, provide a channel for alumni input, and provide alumni with professional skills through leadership experiences and responsibilities.

Supportive Services:

Generation serves young people for whom the existing education-to-employment system has not worked. They face a myriad of life challenges, including those as basic as transportation, food or dependable child care. Our experience shows, for example, that when learners have commutes that are longer than 45 minutes, the risk of dropping out increases significantly. To allow Generation learners to manage their lives during the training and to focus on learning, we provide social-support services, such as stipends, transportation assistance, and child care referrals. For example: Stipends are used as incentives. **Each participant can earn up to $115 per week based on a strict stipend policy (i.e. $20 per day, $15 perfect attendance and performance bonus).**

Adult Mentoring:

Generation employs at least one professional mentor for every cohort of students who builds a professional mentorship relationship and rapport with all students. It is the mentor's job to work with each student weekly to develop both personal and professional goals, develop a plan to succeed in these goals and identify any barriers or risk to the student's individual success. The mentor is responsible for screening the students to determine the need of any wrap around services such as transportation support or more individualized study time in the classroom.

Follow-up Services:

Generation Jacksonville offers follow-up services primarily in the form of significant mentorship and social-support services, as well as, data collection and program evaluation. Our program provides both "job mentors" (volunteers from employers) as well as "life mentors" (full-time staff of Generation). The professional mentorship continues during the first 12 months after graduation, as graduates adjust to their new jobs.

The program mentors are the primary staffers to provide follow- up services to the participants. Follow-up services include, but are not limited to, tracking progress on the job, the development of increased skills and certifications, and incentives to support retention and/or completion of education and employment services. Follow-up activities will be appropriately recorded in EF and the required documentation placed in the young adult's file. Upon completion of 12 month follow up services, a copy of the completed file should be sent to FCWD, Senior Manager, Contracts & Grants or designee.

Comprehensive Guidance and Counseling:

All students are paired with professional mentors with either a master's level social work professional, and/or significant experience in youth development and counseling mentor. The mentor assesses all students for levels of risk and creates a treatment plan based on the individual. For example: Generation works with our OSY to create and test contingency plans for the inevitable childcare or transport disruptions that could otherwise result in them being tardy or absent once on the job. The program staff also have a network of partners in the community to refer students to if they are in need of more intensive individualized counseling or drug/alcohol support.

Financial Literacy Education:

All students are required to have a bank account in good standing while enrolled in the program. If the student does not have a bank account, Generation partners with TD Bank to attend a class and open account for students in the class and provide financial literacy education. All student stipends are direct deposited into the student's bank accounts with a one week delay to simulate the employment environment. Additionally, the program staff work with students to budget their stipend to meet their weekly needs while in the cohort.

Entrepreneurial Skills Training:

Students are exposed to entrepreneurial leaders in the technology and healthcare field through Monday Matters speakers and through networking opportunities. Additionally, the training includes mindsets of persistence and personal responsibility and how these mindsets and others can be applied to their entrepreneurial goals.

Services that Provide Labor Market Information:

The curriculum contains a module which covers the technology and healthcare sector, necessary education, and career pathways. Students are able to develop their own pathway based on interests, level of education, and desire to pursue specific tracks.
The classroom has educational posters about upskilling and the next certification to complete in order to move forward in their pathway.

Postsecondary Preparation and Transition Activities:

Students with a goal of enrolling in postsecondary education and training work weekly with their mentor to reach this goal. Students identify the steps in the process to enrolling in and beginning their education and Generation mentors connect students with guidance counselors or admissions reps from the programs they are seeking to begin after the Generation cohort ends.

Closure of Cases:

Generation will review and update the participant files as program services are completed. Generation will complete a "Request for Closure" form and make a copy of the proof of placement, industry recognized credentials, the pre and post-test results, etc. and submit to FCWD Sr. Manager of Contracts & Grants or the designee. Upon approval for the file closure FCWD will close the case and enter a case note. Generation will maintain a copy of the file for all final documents to be added and to continue follow up services.

File Audit Corrections:

Generation will ensure all data errors identified through FCWD file monitoring in the areas of; ***eligibility/registration, individual service strategies, activity assignment, incomplete or missing case notes, work experience agreements, participant timesheets, support service documentation, post closure follow-ups***, etc. are corrected. Generation will submit data entry corrections on the provided spreadsheet on a regular basis to ensure corrections are made timely. Generation will submit Corrective Action Plans upon request. Generation must ensure all data errors are corrected within **72 hours** of notification of data error and update the audit file.

Documentation:

Contractor will ensure proper documentation for eligibility, assessments, activities, supportive services, incentives, follow ups, etc. will be maintained in the youth's case file and in EF including case notes.

Coordination of Service Delivery and Reporting:

It is expected that the Contractor will participate in all mandatory service collaboration meetings and trainings organized by FCWD. The Contractor will attend meetings scheduled with the Vice President of Compliance & Administration to review and discuss performance benchmarks and budget expenditures. The Contractor will submit a monthly performance and financial (WEX) report by the 1st Monday each month. FCWD will provide ongoing technical assistance through its Quality Assurance/Continuous Improvement Unit.

Program Staffing and Point of Contact:

Contractor will maintain negotiated staffing levels to ensure program delivery. In the event a vacancy occurs, the Contractor will notify FCWD's Vice President of Compliance & Administration or designee within **72 hours** of such vacancy. Contractor will maintain a single point of contact with FCWD's Vice President of Compliance and/or designee to ensure ongoing communication regarding contract services and performance. The Vice President of Compliance and/or designee may require a written monthly program report or other regular communication from Contractor to monitor service delivery.

PROJECTED TIMELINE

The timeline for the investment will align with planned cohorts and be made as students are selected. Graduation and reporting of findings will be done on a continuous basis as programs develop.

We will provide interim progress reviews as students complete their training. Additional check-ins each quarter thereafter will provide ongoing detail about how long Generation graduates stay in their jobs and how satisfied employers are with the outcomes. Below is a tentative timeline for the four cohorts in the IT Help Desk program (45 OSY) and six cohorts in the CMAA program (60 OSY) in this contract period. Ongoing activities will include employer outreach, data tracking, and job placement and support once students complete the training portion of the program.

IT Help Desk Program Schedule: (4 cohorts, ~11-12 CareerSource funded OSY each)

- July 2 – July 6: Preparation for Cohort 16 launch
- July 8 – September 20: Cohort 16, 11 weeks
- September 23 - October 4: Preparation Weeks for Cohort 17 launch
- October 7 – December 20: Cohort 17, 11 weeks
- **FSCJ and Gen Office closed 12/23/19 - 1/2/20 (no class - no stipends)**
- December 21st – January 4th: Preparation for Cohort 18 launch
- January 6 – March 27: Cohort 18, 11 weeks (plus 1 off week)
- **FSCJ SPRING BREAK March 9 - 13 (no class – no stipends)**
- March 30 - April 3: Preparation for Cohort 19
- April 6 – June 19: Cohort 19, 11 weeks

CMAA Program Schedule: (6 Cohorts, ~11 CareerSource funded OSY each)

- July 1 - August 23: Staff onboarding and recruitment for Cohort 1
- August 26 - September 27 - Cohort 1, 5 Weeks
- September 30 – October 11 - Prep Weeks for Cohort 2
- October 14 – November 15 - Cohort 2, 5 Weeks
- November 18 – November 29 – Prep Weeks for Cohort 3
- December 2 - January 17 - Cohort 3, 5 weeks
- **FSCJ and Gen Office closed 12/23/19 - 1/2/20 (no class – no stipend)**
- January 20 - January 31 – Prep Weeks for Cohort 4
- February 3 – March 6 - Cohort 4, 5 weeks
- **FSCJ SPRING BREAK March 9 - 13 (no class- no stipend)**
- March 9 – March 20 – Prep Weeks for Cohort 5
- March 23 – April 24 - Cohort 5, 5 weeks
- April 27 – May 8 – Prep Weeks for Cohort 6
- May 11 – June 12 - Cohort 6, 5 weeks

ATTACHMENT III
AGREEMENT OF PAYMENT
GENERATION: YOU EMPLOYED INC.

Payment Schedule: $600,000 for Generation

Direct Cost-Reimbursement:

Approximately **eighty percent (80%)** of the total contract amount, **$480,000** will become available to invoice against upon receipt of sufficient documentation that the program is operational. Included will be documentation indicating personnel working directly with youth have successfully completed a Level II background check. Verification of Level II background check for staff working directly with youth or the EF data system should be submitted to FCWD prior to reimbursement requests.

Cost Reimbursement/Performance:

Approximately **twenty percent (20%)** of the contract amount will be earned through the successful completion of the performance standards contracted herein. For each successful completion **(90% of 105 = 95)** the contractor will **earn credits of $1,263.16, not to exceed $120,000** to invoice against the contract period.

Note: The Contractor's performance will be based on total enrollment/participants served.

Cost Allocation Plan:

The Contractor will submit a cost allocation plan to the Vice President of Compliance & Administration annually. The cost allocation plan must be signed and certified by the Contractors Finance Manager. The Contractor will designate a contact person for this project who will facilitate invoices and any fiscal inquiries.

ATTACHMENT IV
PERFORMANCE OUTCOME MEASURES
GENERATION: YOU EMPLOYED, INC.

Performance Outcome & Common Measures:

The Contractor may be eligible for contract renewal and considered successful, if the contract goal of at least **95 positive placements** (credential attainments, placements in unsubsidized employment, enrollment in post-secondary education, military, or registered apprenticeships) are achieved. Also, the Contractor must meet a minimum of the State's or FCWD's negotiated contractor common measures, as defined by the above listed positive placements.

Primary Indicators of Performance:

- Employment Rate – 2nd quarter after exit
- Employment Rate – 4th quarter after exit
- Median Earnings – 2nd quarter after exit
- Credential Attainment
- Measurable Skill Gains
- Effectiveness in Serving Employers

Further implementation of WIOA performance measures and indicators will be State monitored for baseline data for PY 19:

Below are the contractor's performance measures and indicator goals.

- **75%** of participants whose average wage is at least $10.00 per hour during the second quarter after exit from the program ~ ***(performance indicator)***
  Note: minimum required by FCWD is 50%

- **76%** of participants attaining an in-demand industry recognized credential and a secondary school diploma (or recognized equivalent) during participation in or within 1 year after exit from the program ~ **(performance indicator)**
  Note: minimum required by FCWD is 75.2%)

- **75%** of participants in education/training activities or unsubsidized employment during the 2nd quarter after exit from the program ~ **(performance measure)**
  Note: minimum required by FCWD is 75%

- **70%** of participants in education/training activities or unsubsidized employment during the 4th quarter after exit from the program ~ **(performance measure)**
  Note: minimum required by FCWD is 69%

- Every OSY enrolled in occupational skills training, Adult Basic Education, and/or basic skills training **should have at least one measurable skills gain per each program year and one credential prior to exit ~ (performance & exit measure)**

ATTACHMENT V
REQUIRED SERVICES, DATA INPUT AND DOCUMENTATION GENERATION: YOU EMPLOYED, INC.

1. Contractor will indicate daily, weekly or monthly services (class activities, training, counseling, tutoring, job referral, resume writing, work readiness skills, after school assistance, etc.) provided to youth through its monthly status report. The monthly status report should be submitted with each month's invoice. ***Note: Services may be delivered individually or in a group setting.***

2. Contractor will provide FCWD with all relevant information pertaining to eligibility determination, and closures for their final certification and data entry into EF. **Case closure dates that occur in the third month at the end of a quarter (September, December, March, and June) must be submitted for review and closure no later than the 25th of the month to avoid delays with quarterly follow up.**

3. Contractor will update EF with participant activities, literacy/numeracy, academic and occupational skills gain and credentials, employment, case management notes, and follow up information. Data input should occur within **10 calendar days** of the actual date of service; otherwise, the entry may be considered late.

4. Contractor will supply in writing a request to transfer funds greater than **10 percent (10%)** of any line item. All budget amendments must be reviewed by FCWD prior to implementation.

5. **Monthly billing with backup is due by the 20th of the following month. Final June billing will be submitted by August 5th to accommodate invoices received in July for June expenditures.**

EXHIBIT "B"
SUBRECIPIENT AND CONTRACTOR DATA SHARING AGREEMENT
(Non-Disclosure and Confidentiality Agreement)

I. **Parties to the Agreement:**
First Coast Workforce Development, Inc., (FCWD) dba CareerSource Northeast Florida (CareerSource) and GENERATION: YOU EMPLOYED, INC. (Contractor).

II. **Terms and Conditions of Agreement:**

A. The parties to this Agreement recognize that the full participation of the Contractor as a partner is critical to the success of the One-Stop effort, and, collaterally, the sharing of data between all partners is contemplated in the Workforce Innovation and Opportunity Act (WIOA). Thus, CareerSource hereby agrees to make available to the Contractors and/or their agents, for the limited purpose of performing their duties under the PY 2019/2020 monitoring services Agreement, workforce program information that includes, but is not limited to, data which is maintained in the State's Management Information Systems, including the Unemployment Benefits System or its successor, CONNECT, and the System for Unified Taxation (SUNTAX) in supporting the unemployment program, and any replacement systems providing the same workforce and unemployment data.

B. Regional security officers for the various workforce programs systems shall be appointed by the Contractor. It is not required that these individuals be Contractor employees. Regional Security Officers, at a minimum, shall be responsible for the following:

1. Ensuring required Level II background screenings through the FDLE as a condition of employment and continued employment. Screening standards cited in Section 435.03 F.S. and 435.04(2), F.S. are completed for all staff with access to confidential records. Re-screening shall occur every five years of consecutive employment and upon re-employment.

2. Managing user accounts within information systems.

3. Managing an effective security training program to ensure staff receives initial security training, annual security refresher training and ongoing security awareness. All information users are required to complete this training. Staff shall be provided with initial security and awareness training within 30 days of initial employment. The training shall include acceptable use restrictions, procedures for handling confidential and exempt information, and computer security.

4. Conducting semi-annual information systems access reviews and providing results to CareerSource. CareerSource will provide guidance and direction in conducting the review.

5. Maintaining CareerSource Security Agreement Forms and confidentiality agreements for all users and providing copies to CareerSource upon request.

6. Implementing and maintaining the information technology policies, protocols, standards, and procedures required by the Contractor to comply with the Florida Department of Economic Opportunity (DEO) Policy 5.50, Information Technology Roles and Responsibilities Policy, DEO Protocol 5.05.02.04, entitled Security Training and Awareness and the Federal Information Security Management Act.

7. Access to information resources shall be limited to individuals who require those resources to perform their duties. Regional Security Officers are to ensure user privileges are modified, revoked or deactivated appropriately and timely. References include DEO Protocol 5.05.02.11, entitled Access Control.

8. Ensuring that Individual Non-Disclosure and Confidentiality Certifications are maintained for all staff with access to DEO data in accordance with DEO Protocol 5.05.02.11.

C. The Contractor will ensure that security officers, staff, Contractor employees, participating partners as defined in 20 CFR Part 662, subcontractors, and any subsequent subcontractors and their employees or agents granted access to confidential data agree to maintain the confidentiality of employer, employee, claimant and participant identity and all related information pursuant to State and Federal regulations unless such information has been exempted from non-disclosure for business purposes in accordance with State or Federal law or a lawful and proper authorization has been obtained from the employer, employee, claimant or participant. Proper authorization and disclosure shall include requirements and limitations established by law specified in 20 CFR 603 and section 443.1715(1) F.S. The Contractor must be aware and make employees and contractors aware that information related to the receipt of reemployment benefits or public assistance, including all personally identifying information is protected by law. The Chief Executive Officer of Contractor must sign this "Non-Disclosure and Confidentiality Certification" statement and return the agreement to CareerSource. In addition, employees of Contractor and their contractors, subcontractors, or agents granted access to electronic data systems used in the delivery of One-Stop services must sign confidentiality access agreements required for systems access privileges.

D. The Contractor will ensure that security officers, staff, participating partners, contractors, subcontractors, and any subsequent subcontractors and their employees or agents are sufficiently trained relative to non-disclosure and confidentiality regarding applicable workforce programs and that information can only be accessed and utilized according to federal/state laws to conduct official public business. The Contractor will assign to the workforce systems only Contractor staff, subcontractor and subsequent subcontractor employees or agents who have been properly trained and understand and acknowledge confidentiality requirements.

E. The Contractor will require security officers, staff, contractors, subcontractors, and any subsequent subcontractors and their employees or agents who have access to confidential information, to sign and comply with an "Individual Non-Disclosure and Confidentiality Certification Form, Exhibit B-1" attached, and any system access security agreements required for system access privileges. The Contractor shall maintain these certifications/agreements on file subject to inspection by CareerSource or its designated representatives. The Contractor is responsible for ensuring that CareerSource is notified immediately when employees who are terminated or are no longer in need of system access to enable CareerSource to terminate the access and thereby protect the security of the systems and the data. At a minimum, email termination notices should be sent to CareerSource's IT Department and Program Manager and identifies the name of the individuals terminated, dates of termination, and what systems the individuals had access to. Other actions may be required (e.g. completion of access termination forms) as determined by CareerSource. The Security Officer should maintain a current list of all users and make the list available to CareerSource or its designated representatives.

F. The Contractor will advise security officers, staff, contractors, subcontractors, and any subsequent subcontractors and their employees or agents they are not to make copies of confidential documents or to access, allow access to, and/or use any confidential information for personal intent or any purpose other than in performance of their official public duties according to federal and state laws.

G. The Contractor shall permit CareerSource to make on-site inspections of records relevant to this Agreement to ensure that the requirement of state and federal law and regulation are being met. Such inspection may take place with or without notice during normal business hours. The Contractor shall maintain a system sufficient to permit any audit by CareerSource or its agents of its compliance with this Agreement and with the requirements of Section 443.1715(1), F.S., and 20 CFR Part 603. Logs relevant to such audits activities shall be retained for a minimum of one year.

III. **Exchange of Information Between the Parties:**
All information necessary to execute the terms of this Agreement will be exchanged between the parties to this Agreement.

IV. **Confidentiality and Public Access:**

A. All documents, papers, computer files and other electronic media such as magnetic tapes, discs, thumb drives, laptops, and letters or other materials made, copied or received in conjunction with this Agreement are subject to the applicable legal requirements for maintaining confidentiality in conformance with Federal, State, and local laws.

B. Public access to these records shall be in accordance with Chapter 119 of the Florida Statutes and all other applicable laws or regulations.

C. The Contractor, Contractor staff, Contractor employees, CareerSource, contractors, subcontractors and their employees or agents may obtain access to information that is otherwise confidential after receiving training and executing the required confidentiality agreements. However, that access does not alter the confidential nature of the information. It is incumbent upon the Contractor, Contractor staff, and Contractor's contractors, subcontractors, subsequent subcontractors and their employees or agents to maintain confidentiality requirements. Any requests for release of information covered under this Agreement by parties other than those specified in this Agreement shall be processed according to CareerSource's records management procedures and follow the guidance set forth in the Confidentiality of Records and Public Records Request and Subpoenas DEO FG 02-033, as well as DEO Policies 1.02, Confidentiality of Records and Public Records Request, and 1.06, Processing Public Records Requests located on the DEO Intranet.

V. **Indemnity:**
The Contractor is an independent contractor and shall carry out, exercise and execute its duties under this agreement as an independent contractor. In discharging said duties and responsibilities, the Contractor shall exercise due and responsible care and shall comply with all assurances contained herein. To the extent allowed by law, the Contractor agrees to defend, indemnify, and hold CareerSource, its officers, agents, and employees harmless and blameless from liability of any kind whatsoever, including costs, reasonable attorney's fees, and expenses which arise out of, or are the result of the Contractor's negligent performance or negligent non-performance of this Agreement.

VI. **Termination of the Agreement:**

A. This Agreement may be terminated upon failure of either party to abide by the terms of the Agreement or for the convenience of the parties, within thirty days of written notice by either party. The CareerSource reserves the right to cancel immediately should funds become unavailable to continue the Agreement. The availability of funds shall be solely determined by the CareerSource.

B. If CareerSource, in its sole discretion, determines that the Contractor has failed to comply with any provision of this Agreement, CareerSource may immediately terminate or suspend the Contractor's participation in the Agreement until the CareerSource is satisfied that corrective action has been taken by Contractor. If CareerSource suspends the Contractor's participation in the Agreement for corrective action, and CareerSource, in its sole discretion, determines that prompt and satisfactory corrective action has not occurred, it may terminate the Contractor's participation in the Agreement.

C. If this Agreement is terminated pursuant to this section, CareerSource will take appropriate action to ensure that workforce services are not interrupted. Termination of this Agreement may impact the Contractor's ability to perform under the Agreement, and may result in further action being taken by the CareerSource.

VII. **Effective Dates of Agreement:**
This Agreement will be in effect upon the last date of the signature of Contractor.

SIGNATURES
In witness whereof, the parties have here unto set their hands and seals the day and year set forth.

APPROVED BY: First Coast Workforce Development, Inc. dba CareerSource Northeast Florida

BY: _____
Signed: President/CEO, Bruce Ferguson, Jr.

WITNESS: _____

DATE: 6/27/19

APPROVED BY: Contractor

BY: Dr. Mona Mourshed, President & CEO
Signed: GENERATION: YOU EMPLOYED, INC.

WITNESS: Jea Yon Pae, Development Director

DATE: 06/26/2019

EXHIBIT "B-1"
FIRST COAST WORKFORCE DEVELOPMENT, INC., DBA CAREERSOURCE NORTHEAST FLORIDA
INDIVIDUAL NON-DISCLOSURE AND CONFIDENTIALITY CERTIFICATION FORM

I understand that I will or may be exposed to certain confidential information, including but not limited to, personal identifying information of individuals who receive public assistance, employment and unemployment insurance records maintained by the State of Florida Department of Economic Opportunity (Department or DEO) and First Coast Workforce Development, Inc., dba CareerSource Northeast Florida made available to my employer, for the limited purpose of performing its official public duties pursuant to a Contract for Services and Non-Disclosure and Confidentiality Certification Agreement.

These confidential records may include the name (or other personally identifiable information), social security numbers, wage, unemployment and employment data and public assistance information which are protected under federal and state law. Such information is confidential and may not be disclosed to others. In order to perform my public duties associated with the program requirements set forth under contract or agreement, I understand that I may be granted access to confidential data managed and controlled by entities that are not party to this agreement. Prior to receiving access to such systems, I acknowledge and agree to abide by the following standards:

1. I will comply with all security requirements imposed as a condition of use for any system(s) to which I may be granted access.

2. I will use access to the systems only for purposes authorized by law to secure information to conduct official program business consistent with my official public duties.

3. I will not disclose my user identification, password, or other information needed to access the systems to any party nor shall I give any other individual access to information secured.

4. If I become aware that any unauthorized individual has or may have obtained access to my user identification, password, or other information needed to access systems to which I have been granted access, I will immediately notify the Board's Regional Security Officer.

5. I will store any disclosed confidential information in a place physically secure from access by unauthorized persons.

6. I will store and process disclosed information maintained in electronic format, such as magnetic tapes or discs, in such a way that unauthorized persons cannot obtain the information by any means.

7. I will undertake precautions to ensure that only authorized personnel are given access to disclosed information stored in computer systems.
8. I will not share with anyone any other information regarding access to the systems unless I am specifically authorized by the Department.

9. I will not access or request access to any social security numbers, personal information, wage, employer, unemployment or employment data unless such access is necessary for the performance of my official duties.

10. I will not disclose any individual data to any parties who are not authorized to receive such data except in the form of reports containing only aggregate statistical information compiled in such a manner that it cannot be used to identify the individual(s) or employers involved.

11. I will retain the confidential data only for that period of time necessary to perform my public duties. Thereafter, I will either arrange for the retention of such information consistent with federal or state record retention requirements or destroy such data, and any copies made, after the purpose for which the information is disclosed is served in such a way to prevent the information from being reconstructed, copied, or used by any means.

12. I certify or affirm I have received training on the confidential nature of the data to which I am being granted access to, the safeguards required for access privileges, and the penalties involved for any violations or have received written standards and instructions in the handling of confidential data from my employer or the Department. I will comply with all confidentiality safeguards contained in such training, written standards, or instructions, including but not limited to, the following: a) protecting the confidentiality of my user identification and password; b) securing computer equipment, disks, and offices in which confidential data may be kept; and c) following procedures for the timely destruction or deletion of confidential data.

13. I understand that if I violate any of the confidentiality provisions set forth in the written standards, training, and/or instructions I have received, my user privileges may be immediately suspended or terminated. I also understand that applicable state and/or federal law may provide that any individual, who discloses confidential information in violation of any provision of that section may be subject to criminal prosecution and if found guilty could be fined, be subject to imprisonment and dismissal from employment. I have been instructed that if I should violate the provisions of the law, I may receive one or more of these penalties.

Should I have any questions concerning the handling or disclosure of confidential information, I shall immediately ask my supervisor, security officer, or One-Stop Operator for guidance and comply with their instructions.

Employee Signature: _____ Date: _____

Print Employee Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Work Telephone: ( ) ____ - _____

Email Address: _____

Witness (Print Name): _____

Witness Signature: _____

Date: _____

BUDGET WORKSHEETS

CareerSource Northeast Florida
Out Of School Youth Services
Summary Budget Request

Total cohorts 7
Total students 105

Year 2019-2020

Generation: You Employed, Inc.

Charge To Category:	In-Kind or Other Sources	Total Charge to CareerSource NEFL	Total	WEX Amounts
1. Personnel - Salaries & Fringe Benefits	$513,600.00	$302,190.00	$815,790.00	$177,963.00
2. Travel/Transportation	$7,533.42	$6,866.58	$14,400.00	
3. Building Space/Utilities - Phone, Electric, c	$0.00	$66,996.00	$66,996.00	
4. Materials/Supplies/Postage	$0.00	$3,396.82	$3,396.82	
5. Program Outreach	$44,400.00	$19,000.00	$63,400.00	
6. Printing	$0.00	$2,100.00	$2,100.00	
7. Other Expenses	$71,145.00	$199,450.60	$270,595.60	$47,250.00
8. Total	**$636,678.42**	**$600,000.00**	**$1,236,678.42**	**$225,213.00**

In preparing your budget request, remember... in general, **FCWD is seeking proposals in which the highest proportion of monies can be shown to add direct value to a service offered to youth. In addition, FCWD is seeking Offerors who bring their own funding to the project, either in-cash, in-kind or other source funding. In-kind funding must be realistic and appropriate for services described herein and be specifically committed to this project.**

For costs to be considered in-kind they must be in accordance with 2 CFR 200.306 Cost sharing or matching. For all Federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must meet the following criteria:

1. Are verifiable from the non-Federal records;
2. Are not included as contributions for any other Federal award;
3. Are necessary and reasonable for accomplishment of project or program objectives;
4. Are allowable under Subpart E – Cost Principles
5. Are not paid by the Federal government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
6. Are provided for in the approved budget when required by the Federal awarding agency; and
7. Conform to other provisions of this Part, as applicable.

CareerSource Northeast Florida
Out of School Youth Services
Summary Budget Request - Personnel

Total cohorts 7
Total students 105

Year 2019 - 2020

Generation: You Employed, Inc.

Personnel - Salaries	Total Salary & Benefits	% of Charge to CareerSource NEFL	Total Charge to CareerSource NEFL	WEX	Non-Career Source
1. Instructional cost: 2 Program Instructors (IT:1, CMAA:1) estimated at $32/hour, 40 hours per week. Total = 52 weeks,	$133,120.00	50.00%	$66,560.00		$66,560.00
2. Mentor: 2 Mentors estimated at $23/hour, 40 hours per week. Total = 52 weeks 2 Mentors (IT:1, CMAA:1) focused on employment essentials and alumni WEX and employment support specifically, paid through WEX	$95,680.00	50.00%	$47,840.00	$47,840.00	$47,840.00
3. Program Coordinator: 2 Program Coordinators (IT:1, CMAA:1) estimated at ~$30/hour, 40 hours per week. Total = 52 weeks, charge to WEX	$124,800.00	50.00%	$62,400.00	$62,400.00	$62,400.00
4. Program Manager Salary	$97,850.00	25.00%	$24,462.50		$73,387.50
5. Partnership Engagement Manager: estimated at ~$37/hr., 40 hours per week. Total = 52 weeks	$76,125.00	50.00%	$38,062.50	$38,062.50	$38,062.50
Total Salaries(Full-time)	*$527,575.00*		*$239,325.00*	*$148,302.50*	*$288,250.00*
6. Fringe (20% of Salaries for Personnel)	$105,515.00	45.36%	$47,865.00	$29,660.50	$57,650.00
7. Generation Operations Staff Support - Estimated at $182,700 total salaries plus benefits yearly, see below - only charging up to $15,000	$182,700.00	8.00%	$15,000.00		$167,700.00
Total Salaries & Benefits Full-time	**$815,790.00**		**$302,190.00**	**$177,963.00**	**$513,600.00**

Please provide an explanation of what costs are included in the Total line and how it was calculated: See above.

Fringe includes: Payroll Taxes (9%), ER Retirement Contribution (5%), Other (Health Insurance, Worker's Comp, Retirement Plan Admin Fee, PTO Accrual) (6%)

6. Generation Operations Staff Support

Generation Staff Support

$	152,250 Total Salaries	$	30,450 Frir $182, 700 Total Salaries/Fringe
Finance Manager			
$	76,125	$	15,225 Fringe
HR Manager			
$	76,125	$	15,225 Fringe

CareerSource Northeast Florida
Out of School Youth Services
Summary Budget Request - Travel / Transportation

Total cohorts 7
Total students 105

Year 2019 - 2020

Generation: You Employed, Inc.

Travel / Transportation	Total Cost	% of Charge to CareerSource NEFL	Total Charge to CareerSource NEFL
1. Transportation of Generation staff to Jacksonville estimated at $1200/month over course of 12 months (airfare, lodging)	$14,400.00	47.68%	$6,866.58
Total Travel / Transportation	**$14,400.00**		**$6,866.58**

Please provide an explanation of what costs are included in the Total line and how it was calculated:

CareerSource Northeast Florida
Out of School Youth Services
Summary Budget Request - Building Space / Utilities

Total cohorts	**7**
Total students	**105**

Year 2019 - 2020

Generation: You Employed, Inc.

Building Space/Utilities- Phone, Electric, other	Total Cost	% of Charge to CareerSource NEFL	Total Charge to CareerSource NEFL
1. Rental and operating costs for classrooms, shared office space and equipment including 25 laptops classroom projector to be shared between cohorts - $5,583/month, 12 months (classroom spaces at both FSCJ and Generation office)	$66,996.00	100.00%	$66,996.00
Total Cost of Building Space - Utilities	**$66,996.00**		**$66,996.00**

Please provide an explanation of what costs are included in the Total line and how it was calculated:

Space is confirmed. Rental agreement will be provided for both locations (e.g., rent, electricity).

CareerSource Northeast Florida
Out of School Youth Services
Summary Budget Request - Materials / Supplies/ Postage

Total cohorts	**7**
Total students	**105**

Year 2019 - 2020

Generation: You Employed, Inc.

Materials/Supplies/Postage	Total Cost	% of Charge to CareerSource NEFL	Total Charge to CareerSource NEFL
1. IT & CMAA Miscellaneous office supplies for classroom - $365.26 per Cohort - 7 cohorts (3 IT, 4 CMAA)	$2,556.82	100.00%	$2,556.82
2. Student Binders, notebooks, and diploma case, $8.00/105 student	$840.00	100.00%	$840.00
Total Cost of Material /Supplies / Postage	**$3,396.82**		**$3,396.82**

Please provide an explanation of what costs are included in the Total line and how it was calculated:

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CareerSource Northeast Florida
Out of School Youth Services
Summary Budget Request - Program Outreach

Total cohorts 7
Total students 105

Year 2019 - 2020

Generation: You Employed, Inc.

Program Outreach	Total Cost	% of Charge to CareerSource NEFL	Total Charge to CareerSource NEFL
1. Job posting: utilize CareerBuilder, Craigslist, etc. to drive student and staff recruitment - $75 month, 12 months- IT & CMAA	$900.00	0.00%	$0.00
2. Outreach Budget (Social media, Google SEO, digital advertising) to drive student recruitment IT & CMAA	$62,500.00	30.40%	$19,000.00
Total Cost of Program Outreach	**$63,400.00**		**$19,000.00**

Please provide an explanation of what costs are included in the Total line and how it was calculated: See above.

Please Note: All Program Outreach materials and media must include the following statement - Federally Funded in partnership with CareerSource NEFL.

Job Posting (#1): Craigslist - $75 a month for one year.

Outreach Budget (#2): Various channels of outreach to recruit students. $2,500/month for Social Media recruitment and $2,500/month for Digital recruitment, each to span 12 months. One-time $2,500 set-up fee at beginning of engagement.

CareerSource Northeast Florida
Out of School Youth Services
Summary Budget Request - Printing

Total cohorts	**7**
Total students	**105**

Year 2019 - 2020

Generation: You Employed, Inc.

Printing	Total Cost	% of Charge to CareerSource NEFL	Total Charge to CareerSource NEFL
1.Recruitment flyers and brochures and miscellaneous printing $300/cohort	$2,100.00	100%	$2,100.00
Total Cost of Printing	**$2,100.00**		**$2,100.00**

Please provide an explanation of what costs are included in the Total line and how it was calculated:
See above.

CareerSource Northeast Florida
Out of School Youth Services
Summary Budget Request - Other Expenses

Total cohorts	7
Total students	105

Year 2019 - 2020

Generation: You Employed, Inc.

Other Expenses	Total Charge	% of Charge to CareerSource NEFL	Total Charge to CareerSource NEFL	WEX
1. Incentive at $120/week per student. Total = 11 weeks per IT cohort (45 students) and 5 weeks per CMAA cohort (60 students), 105 students total. Assuming 90% achieved	$85,860.00	100.00%	$85,860.00	
2. Work Experience Stipend at $150 per week, for up to 6 weeks, estimated 50% of students, or 52.5 students	$47,250.00	100.00%	$47,250.00	$47,250.00
3. Screening tests including background test at $20 per IT student (54 students) and $50 per CMAA student (72 students) includes 3 extra per cohort for students who do not continue through recruitment process - 126 total)	$4,680.00	100.00%	$4,680.00	
4. CMAA Instruction Text book, study guide and practice test $69 per student per cohort - 60 total	$4,140.00	100.00%	$4,140.00	
5. IT CompTIA A+ Mike Myers Text book $25 per student per new cohort - 45 total	$1,125.00	100.00%	$1,125.00	
6. IT Computer toolkits for practicum sessions at $23 per student per new cohort - 45 total	$1,035.00	100.00%	$1,035.00	
7. IT Key test preparatory materials (Kaplan Transcender CompTIA A+ Review Bundle Packs at $104 per student - 45 students.	$4,680.00	100.00%	$4,680.00	

CareerSource Northeast Florida
Out of School Youth Services
Summary Budget Request - Other Expenses

Total cohorts 7
Total students 105

Year 2019 - 2020

Generation: You Employed, Inc.

8. IT - Three CompTIA A+ certification exams discounted rate given Generation's status as a CompTIA partner organization; all four cohorts need this. 901 Exam=$97, 902 Exam= $97, Fundamentals Exam=$72, total $266/student, 45 students Assuming 50% test for 901/902 and 100% test for Fundamentals	$7,605.00	100.00%	$7,605.00	
9. CMAA Credentialing exam at $117 per student - 60 students assuming 90% completion	$6,318.00	100.00%	$6,318.00	
10. TABE assessment administered pre-enrollment and post training at $14.20 per student - 126 students, includes 3 extra pre-enrollment tests per cohort for students who do not continue through the recruitment process.	$1,640.10	100.00%	$1,640.10	
11. Projected replacement of IT & CMAA materials purchased in last cycle and re-used cohort to cohort (breakdown computers, lab books)	$2,000.00	100.00%	$2,000.00	
12. CMAA Mobilization to include curriculum design, review and testing and validation mapping activities.	$50,650.00	10.00%	$5,065.00	
13. Support services including transportation (bus passes, support for fuel), child care, occasional meals, hygiene products estimated at $100 per student per cohort - 7 cohorts - 105 students.	$10,500.00	100.00%	$10,500.00	

CareerSource Northeast Florida
Out of School Youth Services
Summary Budget Request - Other Expenses

Total cohorts	7
Total students	105

Year 2019 - 2020

Generation: You Employed, Inc.

14. Follow Up Support Services including transportation, certifications, incentives to support retention and/or completion of education and employment services at $500 per cohort (needed for all seven cohorts).	$3,500.00	100.00%	$3,500.00	
15. Miscellaneous costs estimated at $500 per cohort for team building exercises, graduation ceremony, resume preparation, computer time, etc. (needed for all seven cohorts)	$3,500.00	100.00%	$3,500.00	
16. Program Evaluation: cost of Beyond Feedback surveys for assessment of program estimated at roughly $28.50 per student (needed for all seven cohorts, 105 students)	$2,992.50	100.00%	$2,992.50	
17. Professional Development for Program Staff: to cover relevant trainings and conferences annually $1500 per staff (6 program staff)	$9,000.00	50.00%	$4,500.00	
18. Cell Phone & Data: $85/mo. ($1,020 annually) for 6 Program Staff	$6,120.00	50.00%	$3,060.00	
19. Global Allocation - Overhead cost for Generation US, estimated at	$18,000.00	0.00%	$0.00	
Total Other Expenses	**$270,595.60**		**$199,450.60**	**$47,250.00**

Please provide an explanation of what costs are included in the Total line and how it was calculated:
See above.

CareerSource Northeast Florida
Out of School Youth Services
Summary Budget Request - Other Expenses

Total cohorts 7
Total students 105

Year 2019 - 2020

Generation: You Employed, Inc.

Effective January 1, 2019, Generation: You Employed, Inc. ("GYE") requires a contribution of 3% of US revenue to account for U.S. -specific expenses incurred by the Global team. These expenses include:
General operations and Program support
Technical staff
Data systems and digital tools, including GenData
Curriculum staff and program support
Communications staff and program support
Global program oversight staff