

MEMORANDUM

Agenda Item No. 9(A)(2)

TO: Honorable Chairman Anthony Rodriguez and Members, Board of County Commissioners

DATE: May 5, 2026

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution retroactively authorizing the County Mayor's: (1) application for, receipt, and expenditure of Workforce Innovation and Opportunity Act grant funding from the Florida Department of Education National Farmworker Jobs Program, in the amount of \$350,059.00 for Fiscal Year 2023-2024, \$415,656.00 for Fiscal Year 2024-2025, and \$415,656.00 for Fiscal Year 2025-2026 for the provision of vocational and educational career development services and trainings to farmworkers and their families through the Miami-Dade County Community Services Department Farmworker Career Development Program; (2) execution of project award notification forms required for the receipt of such funds; (3) execution of amendments one, two, and three to the Fiscal Year 2023-2024 project award notification and the receipt and expenditure of \$90,160.00 in additional grant funding; (4) execution of amendments one and two to the Fiscal Year 2024-2025 project award notification and the receipt and expenditure of \$110,000.00 in additional grant funding; (5) execution of a Memorandum of Understanding and amendment #1 thereto with South Florida Workforce Investment Board d/b/a CareerSource South Florida; and (6) execution of affiliation agreements with certain entities for the provision of career development services; waiving Resolution No. R-130-06; and authorizing the County Mayor to: (1) apply for, receive, and expend additional future funds for up to 10 years should they become available for the purposes described herein; (2) execute agreements and other documents necessary for receipt and expenditure of such funding; and (3) exercise the provisions set forth in all such agreements and documents

The accompanying resolution was prepared by the Community Action Agency and placed on the agenda at the request of Prime Sponsor Vice Chairman Kionne L. McGhee.

GBK/uw



Geri Bonzon-Keenan
County Attorney

MDC001

Memorandum



Date: May 5, 2026

To: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

From: Daniella Levine Cava *Daniella Levine Cava*
Mayor

Subject: Resolution Retroactively Authorizing the County’s Mayor or County Mayor’s Designee’s Application for, Receipt, and Expenditure of Workforce Innovation and Opportunity Act Grant Funding for the Farmworker Career Development Program

Executive Summary

For decades, the Community Services Department (“CSD”), formerly the Community Action and Human Services Department (“CAHSD”), has assisted farmworkers, including youth workers, who are lawful residents, in Miami-Dade County (“County”) to acquire the experience and knowledge necessary for achieving improved levels of economic self-sufficiency and sustainable employment through the Farmworker Career Development Program (“Program”). Since Fiscal Year 2022-2023 through June 2025, CSD supported over 540 farmworkers through the Program. As a result, 174 individuals have secured improved job opportunities since 2022; which include attaining licensing to serve as a security or health care professional, or an operator of commercial trucks or school buses.

This item seeks for the Board of County Commissioners (“Board”) to retroactively authorize the County Mayor’s: (1) application, receipt, and expenditure of Workforce Innovation and Opportunity Act (“WIOA”) grant funding through the Florida Department of Education (“FDOE”) for Fiscal Year 2023-2024, Fiscal Year 2024-2025, and Fiscal Year 2025-2026; and (2) the execution and amendment of the documents required to receive and expend such funding for the Program. Further, this item seeks to waive the requirements of Resolution No. R-130-06 and authorize the County Mayor or County Mayor’s designee to apply for, receive, and expend additional future funds for the purpose described herein, for up to 10 years from the effective date of the resolution. This item also seeks to authorize the County Mayor or County Mayor’s designee to execute agreements and other documents necessary for receipt and expenditure of such funds.

Recommendation

It is recommended that the Board:

- (1) Retroactively authorize the County Mayor’s or County Mayor’s designee’s:
 - a. Application for, receipt, and expenditure of WIOA grant funding for the Program in the amount of:
 - i. \$350,059.00 for Fiscal Year 2023-2024;
 - ii. \$415,656.00 for Fiscal Year 2024-2025; and
 - iii. \$415,656.00 for Fiscal Year 2025-2026.

- b. Execution of the Project Award Notification’s FDOE Risk Analysis form and Special Conditions for WIOA Section 167 Project Awards Forms (collectively, “Project Award Forms”), required for the receipt of said grant funding for Fiscal Year 2023-2024, Fiscal Year 2024-2025, and Fiscal Year 2025-2026.

The Project Award Notification and Project Award Forms for: (i) Fiscal Year 2023-2024 are attached hereto as Composite Exhibit A; (ii) Fiscal Year 2024-2025 are attached hereto as Composite Exhibit B; and (iii) Fiscal Year 2025-2026 are attached hereto as Composite Exhibit C.

- c. Execution of the following amendments to the Fiscal Year 2023-2024 Project Award Notification:
 - i. Amendment One, which amended the timelines for incurring expenditures and issuing purchase orders, liquidating grant funding, submitting final disbursement reports, and submitting proposed budget and program amendments;
 - ii. Amendment Two, modifying the fund source from 4054B to 4054C; and
 - iii. Amendment Three, which authorized an additional \$90,160.00 in grant funding.

The amendments referenced above are attached hereto as Composite Exhibit D.

- d. Execution of the following amendments to the Fiscal Year 2024-2025 Project Award Notification:
 - i. Execution of Amendment One, a no-cost amendment to the Fiscal Year 2024-2025 Project Award Notification, which reduced the capacity of the program by 19 slots; and
 - ii. Amendment Two, which authorized an additional \$110,000.00 in grant funding.

The amendments referenced above are attached hereto as Composite Exhibit E.

- e. Execution of a Memorandum of Understanding (“MOU”) with the South Florida Workforce Investment Board d/b/a CareerSource South Florida (“CareerSource”) for a term starting on July 1, 2020, and ending on June 30, 2022, and Amendment #1 thereto, a no-cost amendment which extended the term of the MOU to end on June 30, 2024, and modified the Scope of Work and Infrastructure Funding Agreements. The MOU and amendment #1 are attached hereto as Composite Exhibit F.
- f. Execution of three affiliation agreements with certain educational and training institutions for Fiscal Year 2023-2024, attached hereto as Composite Exhibit G.

- g. Execution of four affiliation agreements with certain educational and training institutions for Fiscal Year 2024-2025, attached hereto as Composite Exhibit H.
 - h. Execution of three affiliation agreements with certain educational and training institutions for Fiscal Year 2025-2026, attached hereto as Composite Exhibit I.
- (2) Authorize the County Mayor or County Mayor's designee to apply for, receive, and expend additional future funds for up to 10 years from the effective date of this resolution, and execute agreements and other documents necessary for receipt and expenditure of such funds, subject to approval by the County Attorney's Office for form and legal sufficiency, and to exercise all provisions contained therein including amendment and termination provisions, provided that such amendments do not change the purpose of the agreement or extend the term of any agreement beyond 10 years from the effective date of the resolution.
- (3) Waives the requirements of Resolution No. R-130-06, requiring all non-governmental entities to execute agreements prior to presentation to this Board for approval.

Scope

The scope of this item is countywide.

Delegation of Authority

If this item is approved, the County Mayor or the County Mayor's designee will have the authority to, in addition to the specific grants of authority set forth in the recommendation section above, execute all amendments, agreements, applications and documents identified in the recommendation section above, subject to approval by the County Attorney's Office for form and legal sufficiency, and to exercise all provisions contained therein including amendment and termination provisions, provided that such amendments do not change the purpose of the agreement or extend the term of any agreement beyond 10 years from the effective date of the resolution.

Fiscal Impact/Funding Source

This resolution presents no negative fiscal impact to the County's General Fund.

Track Record/Monitor

Cathy Burgos, LCSW, CSD Director, or other designated supervisory personnel, will monitor all resulting work and services authorized pursuant to the resolution.

Background

The Program utilizes a client-centered case management approach to provide participants career development opportunities and related wraparound services, and linkages to other local providers that can provide educational attainment assistance, career development, and job skills training.

Career development opportunities currently available to Program participants include:

- (1) Class “D” Security Officer training and licensing;
- (2) Class “G” Firearm training and licensing;
- (3) Class-A Automatic Transmission Course Training;
- (4) Passenger and School Bus Operator Transmission training; and
- (5) Commercial Tractor/Trailer Operator training and licensing, this includes the 50-hour Certified Driver’s License training course required for full certification.

CSD procured the services from the aforementioned providers in accordance with Implementing Order 3-38; these entities are accredited, private, and for-profit but have demonstrated the best fit and value for the Program notably due to their low cost per participant, flexible scheduling options that allow weekend programming, and their proximity to public transportation.

Wraparound services provided to Program participants free of charge include: (1) tuition, registration and textbook payments for educational or vocational certification attainment; (2) student allowances; (3) transportation services; (4) Program materials and supplies; and (5) emergency assistance referrals.

In addition to linking individuals to the aforementioned resources, CSD maintains relationships with Miami-Dade County Public Schools to ensure that Program participants can complete their high school or postsecondary education and receive the wraparound support needed to do so successfully. This work is achieved through the Miami-Dade County Public School System’s South Dade Technical College, Robert Morgan Educational Center and Technical College, and Migrant Education Program, all of which have reaffirmed their support to the Program as part of the Fiscal Year 2025-2026 grant application. CSD intends to continue and build upon these relationships.

A requirement for receiving WIOA funding for the Program is to provide proof of collaboration with CareerSource; this requirement was satisfied for Fiscal Year 2023-2024 and resulting services were included in CareerSource’s 2020-2024 Local Workforce Service Delivery Plan. Further, collaboration between CareerSource Florida’s Perrine Office and the Program was affirmed as part of the Fiscal Year 2025-2026 grant application.

The following are key performance indicators for Program Year 2022-2023:

- 85 residents were assisted from District 8
- 85 residents were assisted from District 9
- 2 residents were assisted from District 10
- 59 Program participants received training towards one of the above-mentioned career development pathways.
- 45 Program participants obtained employment.

The following are key performance indicators for Program Year 2023-2024:

- 153 individuals were assisted from District 8
- 82 individuals were assisted from District 9
- 73 Program participants received training towards one of the above-mentioned career development pathways.

- 65 Program participants obtained employment.

The following are key performance indicators for Program Year 2024-2025:

- 63 residents were assisted from District 8
- 75 residents were assisted from District 9
- 51 Program participants have received training towards one of the above-mentioned career development pathways.
- 64 Program participants have obtained employment.



Arnold Palmer
Chief of Public Safety

Exhibits:

Composite Exhibit A - Fiscal Year 2023-2024 Project Award Notification and Project Award Forms

Composite Exhibit B - Fiscal Year 2024-2025 Project Award Notification and Project Award Forms

Composite Exhibit C - Fiscal Year 2025-2026 Project Award Notification and Project Award Forms

Composite Exhibit D - Amendments One, Two, and Three to Fiscal Year 2023-2024 Project Award Notification

Composite Exhibit E - Amendment One and Two to Fiscal Year 2024-2025 Project Award Notification

Composite Exhibit F - MOU with the South Florida Workforce Investment Board and Amendment #1

Composite Exhibit G - Affiliation Agreements for Fiscal Year 2023-2024

Composite Exhibit H - Affiliation Agreements for Fiscal Year 2024-2025

Composite Exhibit I - Affiliation Agreements for Fiscal Year 2025-2026



MEMORANDUM
(Revised)

TO: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

DATE: May 5, 2026

FROM: 
Geni Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 9(A)(2)

Please note any items checked.

- _____ **“3-Day Rule” for committees applicable if raised**
- _____ **6 weeks required between first reading and public hearing**
- _____ **4 weeks notification to municipal officials required prior to public hearing**
- _____ **Decreases revenues or increases expenditures without balancing budget**
- _____ **Budget required**
- _____ **Statement of fiscal impact required**
- _____ **Statement of social equity required**
- _____ **Ordinance creating a new board requires detailed County Mayor’s report for public hearing**
- _____ **No committee review**
- _____ **Requires more than a majority vote (i.e., 2/3’s present ____, 2/3 membership ____, 3/5’s ____, unanimous ____, majority plus one ____, CDMP 7 votes (majority of membership) ____, CDMP 2/3 members present but not less than 7 votes (majority of membership) ____, CDMP 9 votes (2/3 membership) _____) to approve**
- _____ **Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required**

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 9(A)(2)
5-5-26

RESOLUTION NO. _____

RESOLUTION RETROACTIVELY AUTHORIZING THE COUNTY MAYOR'S OR COUNTY MAYOR'S DESIGNEE'S: (1) APPLICATION FOR, RECEIPT, AND EXPENDITURE OF WORKFORCE INNOVATION AND OPPORTUNITY ACT GRANT FUNDING FROM THE FLORIDA DEPARTMENT OF EDUCATION NATIONAL FARMWORKER JOBS PROGRAM, IN THE AMOUNT OF \$350,059.00 FOR FISCAL YEAR 2023-2024, \$415,656.00 FOR FISCAL YEAR 2024-2025, AND \$415,656.00 FOR FISCAL YEAR 2025-2026 FOR THE PROVISION OF VOCATIONAL AND EDUCATIONAL CAREER DEVELOPMENT SERVICES AND TRAININGS TO FARMWORKERS AND THEIR FAMILIES THROUGH THE MIAMI-DADE COUNTY COMMUNITY SERVICES DEPARTMENT FARMWORKER CAREER DEVELOPMENT PROGRAM; (2) EXECUTION OF PROJECT AWARD NOTIFICATION FORMS REQUIRED FOR THE RECEIPT OF SUCH FUNDS; (3) EXECUTION OF AMENDMENTS ONE, TWO, AND THREE TO THE FISCAL YEAR 2023-2024 PROJECT AWARD NOTIFICATION AND THE RECEIPT AND EXPENDITURE OF \$90,160.00 IN ADDITIONAL GRANT FUNDING; (4) EXECUTION OF AMENDMENTS ONE AND TWO TO THE FISCAL YEAR 2024-2025 PROJECT AWARD NOTIFICATION AND THE RECEIPT AND EXPENDITURE OF \$110,000.00 IN ADDITIONAL GRANT FUNDING; (5) EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND AMENDMENT #1 THERETO WITH SOUTH FLORIDA WORKFORCE INVESTMENT BOARD D/B/A CAREERSOURCE SOUTH FLORIDA; AND (6) EXECUTION OF AFFILIATION AGREEMENTS WITH CERTAIN ENTITIES FOR THE PROVISION OF CAREER DEVELOPMENT SERVICES; WAIVING RESOLUTION NO. R-130-06; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO: (1) APPLY FOR, RECEIVE, AND EXPEND ADDITIONAL FUTURE FUNDS FOR UP TO 10 YEARS SHOULD THEY BECOME AVAILABLE FOR THE PURPOSES DESCRIBED HEREIN; (2) EXECUTE AGREEMENTS AND OTHER DOCUMENTS NECESSARY FOR RECEIPT AND EXPENDITURE OF SUCH FUNDING; AND (3) EXERCISE THE PROVISIONS SET FORTH IN ALL SUCH AGREEMENTS AND DOCUMENTS

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board:

Section 1. Approves the foregoing recital, which is incorporated herein by reference.

Section 2. Retroactively authorizes the County Mayor's or County Mayor's designee's: (a) application for, receipt, and expenditure of: (i) \$350,059.00 in Fiscal Year 2023-2024, (ii) \$415,656.00 in Fiscal Year 2024-2025, and (iii) \$415,656.00 in Fiscal Year 2025-2026 in Workforce Innovation and Opportunity Act grant funding from the Florida Department of Education National Farmworker Jobs Program for the Miami-Dade County Community Services Department's ("CSD") Farmworker Career Development Program ("Program"); (b) execution of Project Award Notification's FDOE Risk Analysis form and Special Conditions for WIOA Section 167 Project Awards Form (collectively, "Project Award Forms") required for the receipt of said funding for Fiscal Year 2023-2024, Fiscal Year 2024-2025, and Fiscal Year 2025-2026, attached to the accompanying memorandum as Composite Exhibits A, B, and C, respectively; (c) execution of: (i) Amendment One to the Fiscal Year 2023-2024 Project Award Notification, a no-cost Amendment, which amended the timelines for incurring expenditures and issuing purchase orders, liquidating grant funding, submitting final disbursement reports, and submitting proposed budget and program amendments; (ii) Amendment Two to the Fiscal Year 2023-2024 Project Award Notification, a no-cost amendment, modifying the fund source from 4054B to 4054C; and (iii) Amendment Three to the Fiscal Year 2023-2024 Project Award Notification, which authorized an additional \$90,160.00 in grant funding, all attached to the accompanying memorandum as Composite Exhibit D; (d) receipt and expenditure of such additional \$90,160.00 in grant funding;

(e) execution of: (i) Amendment One to the Fiscal Year 2024-2025 Project Award Notification to reduce programmatic capacity; and (ii) Amendment Two to the Fiscal Year 2024-2025 Project Award Notification, which authorized an additional \$110,000.00 in grant funding, both attached to the accompanying memorandum as Composite Exhibit E; and (f) receipt and expenditure of such additional \$110,000.00 in grant funding. CSD used the grant funding to provide career development services and training to farmworkers and their families including, but not limited to, vocational classroom training, on-the-job training, work experience, supportive services and other career development activities.

Section 3. Retroactively authorizes the County Mayor's or the County Mayor's designee's execution of: (a) a Memorandum of Understanding ("MOU") with the South Florida Workforce Investment Board d/b/a CareerSource South Florida, effective from July 1, 2020 through June 30, 2022; and (b) Amendment #1 to the MOU, a no-cost amendment which extended the term of the MOU to June 30, 2024, and modified the Scope of Work and Infrastructure Funding Agreements as attached to and incorporated in the accompanying memorandum as Composite Exhibit F.

Section 4. Retroactively authorizes the County Mayor's or the County Mayor's designee's execution of: (a) three affiliation agreements with certain educational and training institutions for Fiscal Year 2023-2024, attached to the accompanying memorandum as Composite Exhibit G; (b) four affiliation agreements with certain educational and training institutions for Fiscal Year 2024-2025, attached to the accompanying memorandum as Composite Exhibit H; and (c) three affiliation agreements with certain educational institutions for Fiscal Year 2025-2026 attached to the accompanying memorandum as Composite Exhibit I. The affiliation agreements address the provision of the following career development services: (i) Class "D" Security Officer

training and licensing; (ii) Commercial Tractor/Trailer Operator training and licensing; (iii) Home Health Aide training and certification; (iv) Nursing Assistant training and certification; (v) Cardiopulmonary Resuscitation, or CPR, training and certification; (vi) Basic Life Support, or BLS, training and certification; (vii) Phlebotomy and Electrocardiogram, or EKG, training and certification; (viii) Class “G” Firearm training and licensing; (ix) Class-A Automatic Transmission Course Training; and (x) Passenger and School Bus Operator Transmission training.

Section 5. Authorizes the County Mayor or County Mayor’s designee to apply for, receive, and expend additional future funds for the purpose described in section 2, for up to 10 years from the effective date of this resolution.

Section 6. Waives the requirements of Resolution No. R-130-06, requiring all non-governmental entities to execute agreements prior to presentation to this Board for approval, and authorizes the County Mayor or County Mayor’s designee to execute agreements and other documents necessary for receipt and expenditure of such funds described in section 5. This Board further authorizes the County Mayor or County Mayor’s designee to exercise the provisions set forth in such agreements and documents, provided that such other agreements, documents and any amendments thereto are consistent with the purposes described in section 2 and following approval for form and legal sufficiency by the County Attorney’s Office.

The foregoing resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

Anthony Rodriguez, Chairman
Kionne L. McGhee, Vice Chairman
Marleine Bastien
Sen. René García
Roberto J. Gonzalez
Danielle Cohen Higgins
Natalie Milian Orbis
Micky Steinberg
Juan Carlos Bermudez
Oliver G. Gilbert, III
Keon Hardemon
Vicki L. Lopez
Raquel A. Regalado

The Chairperson thereupon declared this resolution duly passed and adopted this 5th day of May, 2026. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

JUAN FERNANDEZ-BARQUIN, CLERK

By: _____
Deputy Clerk



Approved by County Attorney as
to form and legal sufficiency.



Shanika A. Graves

Composite Exhibit A

Florida Department of Education Project Award Notification

1 PROJECT RECIPIENT Miami-Dade County, Dept. of Human Services	2 PROJECT NUMBER 761-4054B-4CFJ1
3 PROJECT/PROGRAM TITLE National Farmworker Jobs Program (NFJP), Workforce Innovation and Opportunity Act (WIOA) - Title I, Section 167, Florida Farmworker Career TAPS 24B001	4 AUTHORITY CFDA# 17.264 Title I, Section 167, Workforce Innovation (WIOA) USDE or Appropriate Agency FAIN#:
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/14/2023 - 09/30/2024 Program Period:07/14/2023 - 09/30/2024
7 AUTHORIZED FUNDING Current Approved Budget: \$350,059.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$350,059.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> Last date for incurring expenditures and issuing purchase orders: <u>09/30/2024</u> Date that all obligations are to be liquidated and final disbursement reports submitted: <u>11/20/2024</u> Last date for receipt of proposed budget and program amendments: <u>08/30/2024</u> Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: Date(s) for program reports: Federal Award Date : <u>07/01/2023</u> 	
10 DOE CONTACTS Program: Rebeca Rodriguez Phone: (813) 224-1920 Email: Rebeca.Rodriguez@fldoe.org Grants Management: Unit B (850) 245-0735	Comptroller Office Phone: (850) 245-0401 UEI#: L6K1E7B6TS86 FEIN#: F596000573030
11 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference. For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project. All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification. The Department's approval of this contract/grant does not excuse compliance with any law. Other: 	
12 APPROVED: <div style="display: flex; justify-content: space-between;"> <div data-bbox="147 1780 570 1898">  <hr/> Authorized Official on behalf of the Commissioner of Education </div> <div data-bbox="792 1791 1057 1871"> 10/09/2023 <hr/> Date of Signing </div> <div data-bbox="1187 1770 1507 1871">  FLORIDA DEPARTMENT OF EDUCATION fldoe.org </div> </div>	

Composite Exhibit A

INSTRUCTIONS PROJECT AWARD NOTIFICATION

- 1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6 Project Periods: The periods for which the project budget and program are in effect.
- 7 Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).
- 8 Reimbursement Options:
 - Federal Cash Advance –On-Line Reporting required monthly to record expenditures.
 - Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.
 - Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.
 - Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.
- 9 Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- 10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

DOE-200
Revised 07/15

Page 2 of 2

WEPDwULLTE2M

BF501248

MDC014

Florida Department of Education
Risk Analysis
Federal and State Grant Funding
Governmental¹ and Non-Governmental Agencies

This form must be completed fully and accurately, including all attachments to be eligible to receive grant/project funding from the Department. All "No or N/A" responses require an explanation in the comment field. Should additional space be needed, a supplemental page which clearly identifies the applicable ID number on the form, should be included and placed behind the attachments. An original signature of the agency head who has legal authority to bind the agency/organization/entity (hereafter referred to as the agency), is required. This form is required each state fiscal year prior to a Project Award being issued. Information submitted will be used to assess the financial and administrative capabilities to comply with requirements should funding be approved. An amendment to this application is required if significant changes in circumstances in the management and operation of the agency occurs after the application is submitted. In this evaluation, the agency may be determined fundable but deemed "high risk." If determined "high risk," special terms and conditions must be met as a condition for funding, and will be included on the Project Award Notification. In conjunction with this form, the agency head or the agency's head of financial management is required to complete on a state fiscal year basis, the online Grants Fiscal Management Training and pass the assessment within sixty (60) days from the date of approval on the Project Award Notification. (Non-participation in the training and assessment may result in payment[s] being delayed until the requirement is completed).

¹ Governmental does not include Florida's state agencies.

Miami-Dade County Community Action and Human Services Department
Agency's Legal Name (Type or Print)
(Name must match registered name with DUNS)

59-6000573
FEIN Number
U.E.I
DUNS Number
24B001
TAPS Number

Daniella Levine Cava Daniella Levine Cava, Mayor
Name and Title of Agency Head (Print or Type)
(The person legally authorized to bind the agency, for non-governmental entities, it is generally the Chairperson of the Board)
JD Patterson JD PATTERSON
CHIEF OF CORRECTIONS AND FORENSICS
Original Signature of Agency MIAMI-DADE COUNTY, FL
7/6/2023
Date

I certify that all the information provided on this form, and the documents attached are complete and correct to the best of my knowledge.

Agency Head Telephone Number & Email
Benjamin Salz, Fiscal Management Division Director
Name and Title of Agency's Head of Financial Management (Print or Type)

*The agency head or financial manager (as named above), will be required to complete the online Grants Fiscal Management Training and successfully complete the assessment test within 60 days from the date on the DOE 200 form (Project Award Notification) at:

<https://portal.fldoesso.org/PORTAL/Sign-On/SSO-Home.aspx>

Submit completed form with attachments to:
FDOERiskAnalysis@fldoe.org

Special Conditions for WIOA, Section 167 Project Awards Form**General**

The sub-recipients agree to comply with the requirements of the Workforce Innovation and Opportunity Act (WIOA) and all federal regulations, policies, or procedures that may replace or modify WIOA Title I, Section 167. The sub recipient agrees to fully perform the services prescribed in the Project Proposal and will comply with the Florida Department of Education (FDOE) Green Book General Assurance, Terms and Conditions for Participation of Federal and State programs, which are required to be signed and submitted to FDOE prior to the issuance of grant award notification. The Department has the option of reducing project funding due to a project's failure to meet performance goals, meet minimum data accuracy requirements, or comply with the resolution of program, fiscal, or data validation / monitoring findings.

Operational Guidelines and Internal Procedures

Sub-recipients must implement project operations as instructed in WIOA, Title I, Section 167, USDOL guidance notices/letters, all FCDP State Office policy related technical assistance papers, memos, and manuals no later than July 31 of the program year. The FCDP State Office requires the use of an online database Management Information System (MIS), Employ Florida, to conduct and manage daily business. The database is used to enter, update, and store participants' information. Access to Employ Florida requires successful completion of a Level 2 Security Background check every 5 years and completion of the Department of Economic Opportunity's Tier I training. In addition, The Department of Revenue's SUNTAX is used to confirm participants' wages and employer information.

Program Branding

An organization name and logo are the centerpiece of a brand and sets the stage for how an organization is perceived among its key stakeholders. All funded agencies must ensure that the office(s) supported by these funds are named, "Farmworker Career Development Program of Grant Host Agency Name" and that all program promotional materials, web sites, agreements, memoranda of understanding, and contracts use this name (and the associated program logo) to identify and describe program services. In addition, telephone and email forms of communication should include this name as part of the ongoing effort to brand the program statewide as one whose main purpose is to build sustainable and rewarding careers for eligible farmworkers.

NFJP Eligibility Determination

Sub-recipients will be required to have coordinators and all intake/case management staff successfully complete NFJP eligibility certification training provided by the FCDP State Office in order to determine and document participant eligibility for the FCDP program. Instructions on how to maintain source documentation validating eligibility criteria and entering applicable eligibility data into Employ Florida provided for this purpose will be included in this eligibility certification training.

Project Planning and Placement Process

- **Individual Employment Plans** – The Individual Employment Plan (IEP) with associated counseling notes will be completed for each participant in Employ Florida prior to receipt of training services in accordance with FCDP State Office policy. The IEP establishes employment, education, and support goals for the individual, denotes barriers, and provides a service plan.
- **Assessment** – The participant initial assessment is to evaluate the career goals with an interest profiler, such as USDOL's O*NET My Next Move. The next step is to assess the participant's academic levels in reading, language, and mathematics, through administration of the TABE or CASAS within 60 days of NFJP Enrollment. If a participant falls below the 9th grade level, they are considered basic skills deficient and this should be reflected in their application.

Special Conditions for WIOA, Section 167 Project Awards Form

Additionally, they will need to posttest (TABE or CASAS) each year until they are no longer basic skills deficient. The test scores and interest profiler should support a specific employment goal. The following steps in the planning process are the development of a specific plan of action to improve any deficiencies in language and academic areas, the development and/or improvement of specific work-related skills through work-based experiences, career and technical coursework, or other postsecondary skill development program, and employability skills. Where possible, IEP goals should be accomplished concurrently instead of sequentially; and, always kept current.

For NFJP Youth, the initial education and training goals must be linked to a career pathway ultimately resulting in the attainment of the overarching participant employment goal. The completed IEP must be signed electronically by the participant with a signature pad once the IEP is established and also for any subsequent IEP updates. The original IEP and any updates must be stored electronically in the Staff Documents Section of Employ Florida.

- **Participant Monthly Contact**– It is critically important that participant progress on accomplishing various steps identified in the IEP will be monitored on a monthly basis. Participant’s progress should be documented in Employ Florida with a monthly case note titled “Monthly Contact – Month”.
- **Job-Driven Training** – All training provided to FCDP participants should be focused on ultimately resulting in a high-wage regionally in demand job for the participant and be provided by either the host educational agency or through a training provider identified on the sub-recipient’s Eligible Training Provider List (ETPL).
- **Eligible Training Provider List (ETPL)** – All sub-recipients must submit to the FCDP State Office a prospective ETPL for the funded program year with the grant proposal for review and approval. Sub-recipients may not encumber participant training funds on agencies/trainers not identified on the approved ETPL. In addition, all sub-recipients should focus on apprenticeship and pre-apprenticeship training opportunities for their participants. Each training provider must complete a training vendor application and submit the required attachments. The sub-recipient will use these completed applications to compile the prospective ETPL. All vendor applications must be included with the ETPL sent to the FCDP State Office.
- **Targeted Occupation List (TOL)** - All sub-recipients must submit to the State Office a prospective TOL for the funded program year with the grant proposal for review and approval. Sub-recipients may not encumber participant training funds on programs not identified on the approved TOL. In addition, all sub-recipients should focus on apprenticeship and pre-apprenticeship training opportunities for their participants.
- **Placement and Transition** – Since the focus of the FCDP is to find meaningful and sustainable careers for farmworkers, sub-recipients are expected to include in their project design strategies for assisting the target population with employment placement and transition services. These strategies should include the development of working partnerships with the local CareerSource team, prospective employers, and other community agencies charged with providing employment assistance to jobseekers. All placement and transition related activity provided to eligible participants should be documented in the case notes and the appropriate placement sections of Employ Florida. (Policy No. 17-01)
- **Follow-Up Activities** – USDOL guidelines regarding this federal program require an organized, consistent, and accurate follow-up and process be established for all eligible participants after their exit from the program. FCDP State Office guidelines regarding the structure, timing, and form of this follow-up must be followed not only to ensure participants receive every assistance possible to be successful, but also, to ensure the accurate reporting of employment related performance data to USDOL. Follow-up wage

information should be obtained from a valid external source such as wage records or direct employer contact.

Work Experience, Employability Skills, and Workforce System Access

- **Employ Florida Registration** - All FCDP participants must be registered in Employ Florida during the participant intake process. This registration, as well as, the selection of the appropriate training type will be included in the NFJP module of Employ Florida.
- **Employability Skills** – All FCDP participants will be provided employability skills training prior to their exit from the program through either a sub-recipient provided stand-alone program or through referral to an external provider who is listed on the sub-recipient's ETPL.
- **Work Experience** – Work experience (paid or unpaid) may be used to supplement employability skill training for participants who have been identified in the IEP as needing additional work-related experience before they are exited with employment. All work experience must be consistent with the participant's IEP. Paid Work Experience must be for a limited period of time and be administered in keeping with State Office policies. Participants may not be enrolled in paid Work Experience for more than 300 total hours without written approval from the State Director.

Collaboration with Local Agencies

- **Local Advisory Board** – A Local Advisory Board (LAB) must be established to assist participants obtain meaningful employment. The LAB must operate within the guidelines set forth by the FCDP State Office for Local Advisory Board operations. Members of this Board should be comprised of key stakeholders in the community who will be able to inform the sub-recipients of any career opportunities for NFJP participants. For potential LAB members, refer to FDOE's list of business partners at: <http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/business-partners.stml>
- **Title I Migrant Education Office** – Collaboration with the Title I Migrant Education Office(s) who serve migrant children in the service area of the FCDP is required and should be documented with a signed collaboration agreement. This agreement should identify the specific manner in which the collaboration will take place to include shared outreach efforts, program awareness building, and identification of ways in which program participants may benefit from this collaboration. It may be value-added to have a representative from the local Title I Migrant Education Office sit on the Local Advisory Board.
- **Other Agencies** – Local agencies who service the same targeted population of farmworkers.
- **Training Providers** – Training Provider agreements must be completed for each training provider listed on the ETPL and submitted to the FCDP State Office with the grant proposal. (Refer to ETPL section in this attachment)

Personnel Requirements

- **Time and Effort Reporting** – The sub-recipient agrees that staff whose total annual compensation is derived from WIOA Title I, Sections 167 funds shall contribute 100% of compensated time to completion of approved WIOA Title I, Section 167 project activities. The sub-recipient must submit to the State Office the Time and Effort form in September and March of the project year to document the staff work 100% on single cost objective. Time and Efforts forms are to be maintained for a period of five years.

Special Conditions for WIOA, Section 167 Project Awards Form

- **Personal Activities Report (PAR)** – Sub-recipient staff positions funded in part by WIOA Title I, Section 167 funds in combination with any other funds will be charged on a proportional basis based on actual activities. The sub recipient must submit to the FCDP office the PAR forms by the 6th of the following month. PAR forms are to be maintained for a period of five years. In addition, regardless of the funding source, all coordinators must document and submit the PAR form demonstrating a minimum of 50% of time spent on leading the program site. Coordinators who spend 100% of their time leading the program site do not need to submit a PAR form.
- **Staffing Parameters** – Staffing and associated salary/benefits should meet staffing patterns outlined in the chart below. The staffing expenditures allocated to this grant, should include cost from July – June of the program year. Requests to vary from this staffing model must be submitted to the State Director for approval, but must be temporary, strongly justified, avoid jeopardizing the overarching goal of assisting farmworkers build sustainable and rewarding careers. Staff must be employees of the sub-recipient; staffing may not be contracted out to vendors or other agencies. The sub-recipient must receive prior written authorization from the FCDP State Office prior to changes to direct personnel costs charged to the budget.

Size Sub-recipient	*Coordinator	Case Management	Recruitment/ Placement	Office Support	**Total FTE	***Salary/Benefit Percentage
Small	1.0 FTE	.50 FTE	-	-	1.50 FTE	75% Alloc
Medium	1.0 FTE	1.0 FTE	.50 FTE	-	2.50 FTE	76% Alloc
Large	1.0 FTE	1.5 FTE	.50 FTE	.50	3.50 FTE	77% Alloc
X-Large	1.0 FTE	2.0 FTE	.50 FTE	.50	4.00 FTE	78% Alloc

***Coordinator** must work at least 50% leading the program site.

****Total FTE** for any position can be combined with other positions to create a 1.0 FTE position. Personnel hired on a part-time contractual basis should be included in this FTE count.

*****Salary/Benefit Percentage** - FTE amount and type may vary from recommended model as long as Salary/Benefit Percentage is met. Benefits must be included on form (liability insurance, worker’s compensation are included as benefits).

- **Position Descriptions and Personnel Selection** – The Program Site Coordinator must work at least 50% leading the program. The FCDP State Office will review the position descriptions of all grant funded positions to ensure they document the required knowledge, skills, and abilities for positions supporting the FCDP grant. In addition, the qualifications of individuals hired by sub-recipients must be reviewed by the FCDP State Office to ensure they meet the minimum standards outlined in the applicable position description. All Personnel hired will be required to attend and complete “New Staff Training” provided by the FCDP State Office. All personnel must, at a minimum, attend annual professional development sessions provided by the FCDP State Office, complete required certifications related to their specific position, and continuously seek to upgrade and enhance their professional skills related to effectively building participant career plans, project management best practices, and developing employment-seeking and referral skills.
- **Personnel Related Changes** – Sub-recipients will immediately notify the FCDP State Office of any changes to personnel, salary, or FTEs. Upon State Director’s approval of any proposed changes, sub-recipients will send in writing, using the approved Staffing Form at **Attachment H**, within ten (10) days of

Special Conditions for WIOA, Section 167 Project Awards Form

the change and include copies of any new position descriptions for the positions being filled along with the resume of the individual being considered for the vacant position. Any changes to salary or benefits as outlined on the originally approved Staffing Form must be pre-approved by the State Director before any grant funds are encumbered for this purpose.

Fiscal Management

- **Cost Standards** - The sub-recipient agrees that WIOA Title I, Section 167 funds may only be used for activities allowable under WIOA Title I, Section 167. Costs must be necessary and reasonable for proper and efficient performance and administration of the project. A cost is allocable to a particular project grant if the goods or services involved are chargeable or assigned to such project grant in accordance with relative benefits received. This would include the cost for compensation of employees for the time devoted and identified specifically to the performance of the project, cost of materials acquired, consumed, or expended specifically for the purpose of the project, and equipment and other approved capital expenditures.
- **Program Costs** - The sub-recipient agrees that administration expenses for the program year may not exceed five (5%) percent, including indirect cost, of total expenditures on the final report. Total expenditures are defined as the amount reported as Total All Categories (line 13) on the Florida Department of Education's Form DOE-599, Project Disbursement Report. Administration expenses are defined as those expenses reported in the Total Administration (line 9) cost category on the State of Florida, Department of Education's Form DOE-599, Project Disbursement Report.
- **Travel Costs** - The sub-recipient agrees that all staff charging travel costs to WIOA Title I, Section 167 funds must derive their salary from WIOA Title I, Section 167 funds and the travel must relate to WIOA Title I, Section 167 activities.
- **Travel Approval** - Sub-recipients must request prior permission in writing from the FCDP State Director for approval to charge out-of-state travel. Approval will be given only if such travel supports goals of WIOA Title I, Section 167. Travel must comply with Section 112.061, Florida Statutes, as outlined in Section H of the **Green Book**, available at: [Green Book](#)
- **Project Amendments – Green Book Section B – page B-1** – Requests for realignment of funds between approved budget categories and any requests for additional funds prior to the end of the project year must be submitted to the FCDP State Office for review and approval using the appropriate budget and project amendment forms identified in the Green Book: [Green Book](#), Forms [DOE 150](#) and [DOE 151](#).
- **Electronic Budget and Monthly Disbursement Reports** – Funded agencies will be required to send the State Office an electronic version (Excel) of the Budget Narrative Form, DOE 101S, at the beginning of the program year and agree to generate the monthly DOE-599, Project Disbursement Report, using the e599 (electronic 599) workbooks provided by the State Office at the beginning of the program year. Final certified copies of the DOE 599 must be submitted monthly to the FDOE Comptroller's office no later than twenty (20) days following the close of the reporting month indicating the amount of funds expended (by budget category) for this project during the reporting month. A copy of these monthly DOE 599s must be provided to the State Office at the same time the originals are forwarded to FDOE.
- **Close-Out** – Each project must be closed out promptly after expiration or termination. Final expenditure report is due to the Office of the Comptroller no later than November 20 following the close of the Program Year. One copy must be submitted to the FCDP State Office. In the event that the business operations of the sub-recipient agency are suspended, such agency will deliver the most current program records within 30 days of the close of business to the FCDP State Office. The FCDP State Office may terminate the project award for

**Attachment E
Special Conditions for WIOA, Section 167 Project Awards Form**

cause. In this event, a written termination notice will be prepared by the FCDP State Office to become effective thirty (30) days after such notice is given. In closing out projects, the following shall be observed: The close out of a project does not affect the retention period for records or access rights by federal or state personnel. If a project is closed out without an audit, FDOE retains the right to disallow an appropriate amount after fully considering any recommended disallowance resulting from a subsequent audit.

Program Non-Compliance Policy

The sub-recipient agrees that the FDOE may discontinue the project award, not refund the sub-recipient, or impose special conditions if the sub-recipient has failed to provide services specified herein or in the project award, or failed to achieve goals and performance standards.

Property Standards

The sub-recipient may purchase items/property with a value or cost less than \$1,000 without prior written approval from the FCDP State Office. However, all purchases must be necessary for the support of staff and/or participants and considered allowable activities WIOA Title I, Section 167. Sub-recipients must request written permission from the Department of Education to purchase items/property with a value or cost of \$1,000 or more. Property is defined as equipment, fixtures, and other tangible personal property of a non-consumable and non-expendable nature, with a value or cost of \$1,000 or more and the normal expected life is one year or more. The sub recipient agrees that items purchased with WIOA Section 167 funds and defined as property with a cost of \$500 or more may be inventoried by the FDOE.

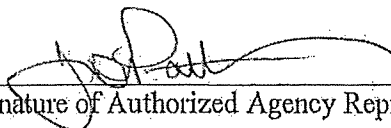
Record Retention

The sub-recipient agrees to retain all records pertinent to the project award including financial, statistical, property and participant records, and supporting documentation for three years from the final closing date of the project award. If at the end of five years, there is ongoing litigation or an outstanding audit involving those records, the sub-recipient shall retain the records until resolution of the litigation or audit.

Audits

Private nonprofit organizations must provide an audit prepared in accordance with U. S. Department of Labor laws and regulations to the Office of the Comptroller and the Florida Workforce Career Development State Office.

JD PATTERSON
CHIEF OF CORRECTIONS AND FORENSICS
MIAMI-DADE COUNTY, FL



7/6/2023



Signature of Authorized Agency Representative

Date

JD PATTERSON
CHIEF OF CORRECTIONS AND FORENSICS
MIAMI-DADE COUNTY, FL

Composite Exhibit B

Florida Department of Education Project Award Notification

1 PROJECT RECIPIENT Miami-Dade County, Dept. of Human Services	2 PROJECT NUMBER 761-4055C-5CFJ1
3 PROJECT/PROGRAM TITLE National Farmworker Jobs Program (NFJP), Farmworker Career Development Program (FCDP) <p style="text-align: right;">TAPS 25B001</p>	4 AUTHORITY 17.264 National Farmworker Jobs Program (USDOL) USDE or Appropriate Agency FAIN#: Pending
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS BudgetPeriod: 07/19/2024 - 09/30/2025 ProgramPeriod: 07/19/2024 - 06/30/2025
7 AUTHORIZED FUNDING Current Approved Budget: \$415,656.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$415,656.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>09/30/2025</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>11/20/2025</u> • Last date for receipt of proposed budget and program amendments: <u>08/30/2025</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports: • Federal Award Date : <u>07/01/2024</u> 	
10 DOE CONTACTS Program: Rebeca Rodriguez Phone: (813) 224-1920 Email: Rebeca.Rodriguez@fldoe.org Grants Management: Unit B (850) 245-0735	Comptroller Office Phone: (850) 245-0401 UEI#: L6K1E7B6TS86 FEIN#: F596000573030
11 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> • This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference. • For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project. • All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification. • The Department's approval of this contract/grant does not excuse compliance with any law. • Other: 	
12 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr style="width: 100%;"/> Authorized Official on behalf of the Commissioner of Education </div> <div style="text-align: center;"> 10/31/2024 <hr style="width: 100%;"/> Date of Signing </div> <div style="text-align: right;">  </div> </div>	

Composite Exhibit B

DOE-200
Revised 07/15

Page 1 of 2

INSTRUCTIONS PROJECT AWARD NOTIFICATION

- 1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6 Project Periods: The periods for which the project budget and program are in effect.
- 7 Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).
- 8 Reimbursement Options:
 - Federal Cash Advance –On-Line Reporting required monthly to record expenditures.
 - Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.
 - Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.
 - Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.
- 9 Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- 10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

DOE-200
Revised 07/15

Page 2 of 2

MDC023

Florida Department of Education
Risk Analysis
Federal and State Grant Funding
Governmental¹ and Non-Governmental Agencies

This form must be completed fully and accurately, including all attachments to be eligible to receive grant/project funding from the Department. All "No or N/A" responses require an explanation in the comment field. Should additional space be needed, a supplemental page which clearly identifies the applicable ID number on the form, should be included and placed behind the attachments. An original signature of the agency head who has legal authority to bind the agency/organization/entity (hereafter referred to as the agency), is required. This form is required each state fiscal year prior to a Project Award being issued. Information submitted will be used to assess the financial and administrative capabilities to comply with requirements should funding be approved. An amendment to this application is required if significant changes in circumstances in the management and operation of the agency occurs after the application is submitted. In this evaluation, the agency may be determined fundable but deemed "high risk." If determined "high risk," special terms and conditions must be met as a condition for funding, and will be included on the Project Award Notification. In conjunction with this form, the agency head or the agency's head of financial management is required to complete on a state fiscal year basis, the online Grants Fiscal Management Training and pass the assessment within sixty (60) days from the date of approval on the Project Award Notification. (Non-participation in the training and assessment may result in payment[s] being delayed until the requirement is completed).

¹ Governmental does not include Florida's state agencies.

Miami-Dade County Community Action and Human Services Department

Agency's Legal Name (Type or Print)
(Name must match registered name with DUNS)

59-6000573

FEIN Number

4148292

DUNS Number

25B001

TAPS Number

Cathy Burgos, LCSW, Chief Community Services Officer
for Daniella Levine Cava, Mayor

Name and Title of Agency Head (Print or Type)

(The person legally authorized to bind the agency, for non-governmental entities, it is generally the Chairperson of the Board)

Original Signature of Agency Head

7/19/20
Date

I certify that all the information provided on this form, and the documents attached are complete and correct to the best of my knowledge.

Agency Head Telephone Number & Email:

Richard Signori, Assistant Director

Name and Title of Agency's Head of Financial Management (Print or Type)

*The agency head or financial manager (as named above), will be required to complete the online Grants Fiscal Management Training and successfully complete the assessment test within 60 days from the date on the DOE 200 form (Project Award Notification) at:

<https://portal.fldoesso.org/PORTAL/Sign-On/SSO-Home.aspx>

Submit completed form with attachments to:

FDOERiskAnalysis@fldoe.org

Attachment E Special Conditions for WIOA, Section 167 Project Awards Form

General

The sub-recipients agree to comply with the requirements of the Workforce Innovation and Opportunity Act (WIOA) and all federal regulations, policies, or procedures that may replace or modify WIOA Title I, Section 167. The sub-recipient agrees to fully perform the services prescribed in the Project Proposal and will comply with the Florida Department of Education (FDOE) Green Book General Assurance, Terms and Conditions for Participation of Federal and State programs, which are required to be signed and submitted to FDOE prior to the issuance of grant award notification. The Department has the option of reducing project funding due to a project's failure to meet performance goals, meet minimum data accuracy requirements, or comply with the resolution of program, fiscal, or data validation / monitoring findings.

Operational Guidelines and Internal Procedures

Sub-recipients must implement project operations as instructed in WIOA, Title I, Section 167, USDOL guidance notices/letters, all FCDP State Office policy related technical assistance papers, memos, and manuals no later than July 31 of the program year. The FCDP State Office requires the use of an online database Management Information System (MIS), Employ Florida, to conduct and manage daily business. The database is used to enter, update, and store participants' information. Access to Employ Florida requires successful completion of a Level 2 Security Background check every 5 years and completion of the Department of Economic Opportunity's Tier I training. In addition, The Department of Revenue's SUNTAX is used to confirm participants' wages and employer information.

Program Branding

An organization name and logo are the centerpiece of a brand and set the stage for how an organization is perceived among its key stakeholders. All funded agencies must ensure that the office(s) supported by these funds are named, "Farmworker Career Development Program of Grant Host Agency Name" and that all program promotional materials, web sites, agreements, memoranda of understanding, and contracts use this name (and the associated program logo) to identify and describe program services. In addition, telephone and email forms of communication should include this name as part of the ongoing effort to brand the program statewide as one whose main purpose is to build sustainable and rewarding careers for eligible farmworkers.

NFJP Eligibility Determination

Sub-recipients will be required to have coordinators and all intake/case management staff successfully complete NFJP eligibility certification training provided by the FCDP State Office to determine and document participant eligibility for the FCDP program. Instructions on how to maintain source documentation validating eligibility criteria and entering applicable eligibility data into Employ Florida provided for this purpose will be included in this eligibility certification training.

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- **Individual Employment Plans** – The Individual Employment Plan (IEP) with associated counseling notes will be completed for each participant in Employ Florida prior to receipt of training services in accordance with FCDP State Office policy. The IEP establishes employment, education, and support goals for the individual, denotes barriers, and provides a service plan.
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Additionally, they will need to posttest (TABE or CASAS) each year until they are no longer basic skills deficient. The test scores and interest profiler should support a specific employment goal. The following steps in the planning process are the development of a specific plan of action to improve any deficiencies in language and academic areas, the development and/or improvement of specific work-related skills through work-based experiences, career and technical coursework, or other postsecondary skill development program, and employability skills. Where possible, IEP goals should be accomplished concurrently instead of sequentially; and, always kept current.

Composite Exhibit B

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- **Quarterly Narrative Reports (QNR)** – This is a federal requirement that includes participant success stories. All sub-recipients must submit a quarterly narrative report on the last day of each quarter; September 30, December 31, March 31 and June 30. Refer to **Attachment N** for a sample and specific formatting requirement.
- **Follow-Up Activities** – USDOL guidelines regarding this federal program require an organized, consistent, and accurate follow-up and process to be established for all eligible participants after their exit from the program. FCDP State Office guidelines regarding the structure, timing, and form of this follow-up must be adhered to ensure participants receive every assistance possible to be successful, but also, to ensure the accurate reporting of employment related performance data to USDOL. Follow-up wage information should be obtained from a valid external source such as wage records or direct employer contact and notated in Employ Florida.

Work Experience, Employability Skills, and Workforce System Access

- **Employ Florida Registration** - All FCDP participants must be registered in Employ Florida during the participant intake process. This registration includes the appropriate selection training type that will be included in the NFJP module of Employ Florida.
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- **Work Experience** – Work experience (paid or unpaid) may be used to supplement employability skill training for participants who have been identified in the IEP as needing additional work-related experience before exited with employment. All work experience must be consistent with the participant’s IEP. Paid Work Experience must be for a limited period and be administered in keeping with State Office policies. Participants may not be enrolled in paid Work Experience for more than 300 total hours without written approval from the State Director.

Composite Exhibit B

- **Collaboration with Local Agencies** – Sub-recipients must submit a list of 25 collaborative contacts on a quarterly basis. See sample provided.
- **Local Advisory Board** – A Local Advisory Board (LAB) must be established to assist participants to obtain meaningful employment. The LAB must operate within the guidelines set forth by the FCDP State Office for Local Advisory Board operations. Members of this Board should be comprised of key stakeholders in the community who will be able to inform the sub-recipients of any career opportunities for their NFJP participants. Membership shall include a minimum of two community employers. For additional LAB members, refer to FDOE’s list of business partners at: <http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/business-partners.stml>
- **Title I Migrant Education Office** – Collaboration with the Title I Migrant Education Office(s) who serve migrant children in the service area of the FCDP is required and shall be documented with a signed collaboration agreement. This agreement should identify the specific way the collaboration will take place to include shared outreach efforts, program awareness building, and identification of ways in which program participants may benefit from this collaboration. It may be value-added to have a representative from the local Title I Migrant Education Office be an active member of the Local Advisory Board.
- **Other Agencies** – Local agencies who service the same targeted population of farmworkers may also be included.
- **Training Providers** – Training Provider agreements must be completed for each training provider listed on the ETPL and submitted to the FCDP State Office with the grant proposal. (Refer to ETPL section in this attachment)

Personnel Requirements

- **Time and Effort Reporting** – The sub-recipient agrees that staff whose total annual compensation is derived from WIOA Title I, Section 167 funds shall contribute 100% of compensated time to completion of approved WIOA Title I, Section 167 project activities. The sub-recipient **must** submit to the State Office the Time and Effort form in September and March of the project year to document the staff’s work 100% on a single cost objective. Time and Efforts forms are to be maintained for a period of five years.
- **Personal Activities Report (PAR)** – Sub-recipient staff positions funded in part by WIOA Title I, Section 167 funds in combination with any other funds will be charged on a proportional basis based on actual activities. The sub-recipient **must** submit to the FCDP office the PAR forms by the 6th of the following month. PAR forms are to be maintained for a period of five years. In addition, regardless of the funding source, all coordinators must document and submit the PAR form demonstrating a minimum of 50% of time spent on leading the program site. Coordinators who spend 100% of their time leading the program site do not need to submit a PAR form.
- **Position Descriptions and Personnel Selection** Assigned FCDP staff leader must work at least 50% of their time for the program. The FCDP State Office will review the position descriptions of all project funded positions to ensure they document the required knowledge, skills, and abilities for positions supporting the FCDP project. Salary schedules will be verified for each applicable job description. All personnel must attend ongoing professional development sessions provided by the FCDP State Office, complete required certifications related to their specific position, and continuously seek to upgrade and enhance their professional skills related to effectively building participant career plans, project management best practices, and developing employment-seeking and referral skills.
- **Personnel Related Changes** – Sub-recipients will immediately notify the FCDP State Office of any changes to personnel, salary, or FTEs. The FCDP office staff must be informed of the sub-recipient interview process, be provided with any new position descriptions and final candidate resumes to ensure they meet the minimum standards outlined in the applicable job description. The state approvals must be received by the sub-recipient prior to the candidate’s job offer. All Personnel hired will be required to attend and complete “New Staff Training” provided by the FCDP State Office. Upon State Director’s approval for proposed changes, sub-recipients will submit their approved Staffing Form, **Attachment H**, within ten (10) days of the change to the budget specialist. Any changes to salary or benefits as outlined on the originally approved Staffing Form must be pre-approved by the State Director before any grant funds are encumbered for this purpose and will require an amendment.
- **Staffing Parameters** – Staffing and associated salary/benefits should meet staffing patterns outlined in the chart below. The staffing expenditures allocated to this grant, should include cost from July through June of the program year. Requests to vary from this staffing model must be submitted to the State Director for approval. Any variations must be temporary, strongly justified to avoid jeopardizing the overarching goal of assisting farmworkers to build sustainable and rewarding careers. Staff must be employees of the sub-recipient; staffing may not be contracted out to vendors or other agencies. The sub-recipient **must** receive prior written authorization from the FCDP State Office prior to making any changes to direct personnel costs charged to

MDC027

Composite Exhibit B

the budget.

Sub-Recipient Minimum Staff	Maximum Salary Plus Benefits Allocation Percentage
2.0 FTE	80% of Project Funding

Criteria

- *The assigned FCDP leader must work at least 50% for the program.*
- *Outreach and recruitment are a program requirement and must be included in the 101S budget narrative for every staff member regardless of job title.*
- *All activities and services listed in Attachments C and E **must** be included as job responsibilities in 101S budget narrative, including, but not limited to the following:*
 - *Outreach and recruitment.*
 - *Career Services.*
 - *Training services.*
 - *Related Assistance Services.*
 - *Assessments.*
 - *Individual Employment Plans (IEP) for participants.*
 - *Placement and follow-up of employment.*
 - *Follow Up Activities monitored quarterly.*
 - *Collaboration with local agencies Workforce (CareerSource).*

Sample of Budget Narrative:

Staff Salary for (Local Job Position Title): FCDP team leader responsible for program compliance, staff development, all program and participants services; plan and participate in program outreach and participant recruitment with local agencies and advisory groups

Staff Salary for (Local Job Position Title): Responsible for program outreach, participant recruitment, participant assessments, participant services: employment plans, placements and follow up activities

Fiscal Management

- **Cost Standards** - The sub-recipient agrees that WIOA Title I, Section 167 funds may only be used for activities allowable under WIOA Title I, Section 167. Costs must be necessary and reasonable for proper and efficient performance and administration of the project. A cost is allocable to a particular project grant if the goods or services involved are chargeable or assigned to such project grant in accordance with relative benefits received. This would include the cost for compensation of employees for the time devoted and identified specifically to the performance of the project, cost of materials acquired, consumed, or expended specifically for the purpose of the project, and equipment and other approved capital expenditures.
- **Program Costs** - The sub-recipient agrees that administration expenses for the program year may not exceed five (5%) percent, including indirect cost, of total expenditures on the final report. Total expenditures are defined as the amount reported as Total All Categories (line 13) on the Florida Department of Education's Form DOE-599, Project Disbursement Report. Administration expenses are defined as those expenses reported in the Total Administration (line 9) cost category on the State of Florida, Department of Education's Form DOE-599, Project Disbursement Report.
- **Travel Costs** - The sub-recipient agrees that all staff charging travel costs to WIOA Title I, Section 167 funds must derive their salary from WIOA Title I, Section 167 funds and the travel must relate to WIOA Title I, Section 167 activities.
- **Travel Approval** - Sub-recipients must request prior permission in writing from the FCDP State Director for approval to charge out-of-state travel. Approval will be given only if such travel supports the goals of WIOA Title I, Section 167. Travel must comply with Section 112.061, Florida Statutes, as outlined in Section H of the **Green Book**, available at: [Green Book](#)
- **Project Amendments – Green Book Section B – page B-1** – Requests for realignment of funds between approved budget categories and any requests for additional funds prior to the end of the project year must be submitted to the FCDP State Office for review and approval using the appropriate budget and project amendment forms identified in the Green Book: [Green Book](#)

Composite Exhibit B

project does not affect the retention period for records or access rights by federal or state personnel. If a project is closed out without an audit, FDOE retains the right to disallow any appropriate amount after considering any recommended disallowances resulting from a subsequent audit.

Program Non-Compliance Policy

The sub-recipient agrees that the FDOE may discontinue the project award, not refund the sub-recipient, or impose special conditions if the sub-recipient has failed to provide services specified herein or in the project award or failed to achieve goals and identified performance standards.

Property Standards

The sub-recipient may purchase items/property with a value or cost less than \$1,000 without prior written approval from the FCDP State Office. However, all purchases must be necessary for the support of staff and/or participants and considered allowable activities WIOA Title I, Section 167. Sub-recipients must request written permission to purchase items/property with a value or cost of \$1,000 or more. Property is defined as equipment, fixtures, and other tangible personal property of a non-consumable and non-expendable nature, with a value or cost of \$1,000 or more and the normal expected life is one year or more. The sub-recipient agrees that items purchased with WIOA Section 167 funds and defined as property with a cost of \$1,000 or more may be inventoried by the FDOE.

Record Retention

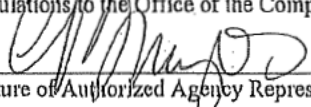
The sub-recipient agrees to retain all records pertinent to the project award including financial, statistical, property and participant records, and supporting documentation for five years from the final closing date of the project award. If there is ongoing litigation or an outstanding audit involving those records, the sub-recipient shall retain the records until resolution of the litigation or audit.

Audits

Private nonprofit organizations must provide an audit prepared in accordance with U. S. Department of Labor laws and regulations to the Office of the Comptroller and the Farmworker Career Development State Office.

**SIGN
HERE**




Signature of Authorized Agency Representative



7/19/24
Date

Mayor or Mayor's Designee Cathy Burgos, LCSW
Chief Community Services Officer

Title: _____

Composite Exhibit C

Florida Department of Education Project Award Notification

1 PROJECT RECIPIENT Miami-Dade County, Dept. of Human Services	2 PROJECT NUMBER 761-4056C-6CFJ1	
3 PROJECT/PROGRAM TITLE National Farmworker Jobs Program (NFJP), Farmworker Career Development Program (FCDP) <p style="text-align: right;">TAPS 26B001</p>	4 AUTHORITY CFDA# 17.264 Title I, Section 167, Workforce Innovation (WIOA) USDE or Appropriate Agency FAIN#: 25A60AC000126-01-00	
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/01/2025 - 09/30/2026 Program Period: 07/01/2025 - 06/30/2026	
7 AUTHORIZED FUNDING Current Approved Budget: \$415,656.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$415,656.00	8 REIMBURSEMENT OPTION Federal Cash Advance	
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>09/30/2026</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>11/20/2026</u> • Last date for receipt of proposed budget and program amendments: <u>08/30/2026</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports: • Federal Award Date : <u>07/01/2025</u> 		
10 DOE CONTACTS Program: Rebeca Rodriguez Phone: (813) 224-1920 Email: Rebeca.Rodriguez@fldoe.org Grants Management: Unit B (850) 245-0735	Comptroller Office Phone: (850) 245-0401 UEI#: L6K1E7B6TS86 FEIN#: F596000573030	
11 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> • This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference. • For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project. • All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification. • The Department's approval of this contract/grant does not excuse compliance with any law. • Other: Please note that additional terms and conditions may apply depending on the assurances associated with this project. For further details, refer to Section 11 on the following page. 		
12 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr style="width: 100%;"/> Authorized Official on behalf of the Commissioner of Education </div> <div style="text-align: center;"> 8/27/2025 Date of Signing </div> <div style="text-align: right;">  </div> </div>		

INSTRUCTIONS PROJECT AWARD NOTIFICATION

- 1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6 Project Periods: The periods for which the project budget and program are in effect.
- 7 Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).
- 8 Reimbursement Options:
 - Federal Cash Advance –On-Line Reporting required monthly to record expenditures.
 - Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.
 - Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.
 - Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.
- 9 Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- 10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11 Terms and Special Conditions: Listed items apply to this project
As applicable, grantees must not use federal funds under this project in any manner that violates the United States Constitution, Title VI or Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq. or 42 U.S.C. § 2000e et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), section 504 of the Rehabilitation Act (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.), the Boy Scouts of America Equal Access Act of 2001 (20 U.S.C. § 7905), section 117 of the Higher Education Act of 1965, as amended (20 U.S.C. § 1011f), or other applicable federal law. To the extent that a grantee uses grant funds for such unallowable activities, the U.S. Department of Education and/or the Florida Department of Education may take appropriate enforcement action including under section 451 of the General Education Provisions Act (GEPA), which may include the recovery of funds under section 452 of GEPA.
- 12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

Florida Department of Education
Risk Analysis
Federal and State Grant Funding
Governmental¹ and Non-Governmental Agencies

This form must be completed fully and accurately, including all attachments to be eligible to receive grant/project funding from the Department. All "No or N/A" responses require an explanation in the comment field. Should additional space be needed, a supplemental page which clearly identifies the applicable ID number on the form, should be included and placed behind the attachments. An original signature of the agency head who has legal authority to bind the agency/organization/entity (hereafter referred to as the agency), is required. This form is required each state fiscal year prior to a Project Award being issued. Information submitted will be used to assess the financial and administrative capabilities to comply with requirements should funding be approved. An amendment to this application is required if significant changes in circumstances in the management and operation of the agency occurs after the application is submitted. In this evaluation, the agency may be determined fundable but deemed "high risk." If determined "high risk," special terms and conditions must be met as a condition for funding, and will be included on the Project Award Notification. In conjunction with this form, the agency head or the agency's head of financial management is required to complete on a state fiscal year basis, the online Grants Fiscal Management Training and pass the assessment within sixty (60) days from the date of approval on the Project Award Notification. (Non-participation in the training and assessment may result in payment[s] being delayed until the requirement is completed).

¹ Governmental does not include Florida's state agencies.

Miami-Dade County Community Action and Human Services Department

Agency's Legal Name (Type or Print)

(Name must match registered name with DUNS)

59-6000573

FEIN Number

4148292

DUNS Number

26B001

TAPS Number

CATHY BURGOS, LCSW
CHIEF COMMUNITY SERVICES OFFICER
MIAMI-DADE COUNTY, FL

for Daniella Levine Cava, Mayor

Name and Title of Agency Head (Print or Type)

(The person legally authorized to bind the agency, for non-governmental entities, it is generally the Chairperson of the Board)

6/25/25
Date

Original Signature of Agency Head

I certify that all the information provided on this form, and the documents attached are complete and correct to the best of my knowledge.

Agency Head Telephone Number & Email:

Glorimar Abreu, Fiscal Management Division Director

Name and Title of Agency's Head of Financial Management (Print or Type)

*The agency head or financial manager (as named above), will be required to complete the online Grants Fiscal Management Training and successfully complete the assessment test within 60 days from the date on the DOE 200 form (Project Award Notification) at:

<https://portal.fldoesso.org/PORTAL/Sign-On/SSO-Home.aspx>

Submit completed form with attachments to:

FDOERiskAnalysis@fldoe.org

Composite Exhibit C

FLORIDA DEPARTMENT OF EDUCATION
Request for Proposal (RFP Discretionary)
2025-2026 Farmworker Career Development Program (FCDP)
Attachment H
Special Conditions for WIOA, Section 167 Project Awards Form

General

The sub-recipients agree to comply with the requirements of the Workforce Innovation and Opportunity Act (WIOA) and all federal regulations, policies, or procedures that may replace or modify WIOA Title I, Section 167. The sub recipient agrees to fully perform the services prescribed in the Project Proposal and will comply with the Florida Department of Education (FDOE) Green Book General Assurance, Terms and Conditions for Participation of Federal and State programs, which are required to be signed and submitted to FDOE prior to the issuance of grant award notification. The Department has the option of reducing project funding due to a project's failure to meet performance goals, meet minimum data accuracy requirements, or comply with the resolution of program, fiscal, or data validation / monitoring findings.

Operational Guidelines and Internal Procedures

Sub-recipients must implement project operations as instructed in WIOA, Title I, Section 167, USDOL guidance notices/letters, all FCDP State Office policy related technical assistance papers, memos, and manuals no later than July 31 of the program year. The FCDP State Office requires the use of an online database Employ Florida (EF) and Grantee Performance Management System (GPMS), to conduct and manage daily business. The database is used to enter, update, and store participants' information. Access to Employ Florida requires successful completion of a Level 2 Security Background check every 5 years and completion of the Department of Economic Opportunity's Tier I, training. In addition, The Department of Revenue's SUNTAX is used to confirm participants' wages and employer information.

Program Branding

An organization name and logo are the centerpiece of a brand and sets the stage for how an organization is perceived among its key stakeholders. All funded agencies must ensure that the office(s) supported by these funds are named, "Farmworker Career Development Program of Grant Host Agency Name" and that all program promotional materials, web sites, agreements, memoranda of understanding, and contracts use this name (and the associated program logo) to identify and describe program services. In addition, telephone and email forms of communication should include this name as part of the ongoing effort to brand the program statewide as one whose main purpose is to build sustainable and rewarding careers for eligible farmworkers.

NFJP Eligibility Determination

Sub-recipients will be required to have coordinators and all intake/case management staff successfully complete NFJP eligibility certification training provided by the FCDP State Office to determine and document participant eligibility for the FCDP program. Instructions on how to maintain source documentation validating eligibility criteria and entering applicable eligibility data into EF and GPMS provided for this purpose will be included in this eligibility certification training.

Project Planning and Placement Process

- **Individual Employment Plans** – The Individual Employment Plan (IEP) with associated counseling notes will be completed for each participant in Employ Florida prior to receipt of training services in accordance with FCDP State Office policy. The IEP establishes employment, education, and support goals for the individual, denotes barriers, and provides a service plan.
- **Assessment** – The participant initial assessment is to evaluate the career goals with an interest profiler, such as USDOL's O*NET My Next Move. The next step is to assess the participant's academic levels in reading, language, and mathematics, through administration of the TABE or CASAS within 60 days of NFJP Enrollment. If a participant falls below the 9th grade level, they are considered basic skills deficient, and this should be reflected in their application.

Additionally, they will need to posttest (TABE or CASAS) each year until they are no longer basic skills deficient. The test scores and interest profiler should support a specific employment goal. The following steps in

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the planning process are the development of a specific plan of action to improve any deficiencies in language and academic areas, the development and/or improvement of specific work-related skills through work-based experiences, career and technical coursework, or other post-secondary skill development program, and employability skills. Where possible, IEP goals should be accomplished concurrently instead of sequentially; and always kept current.

For NFJP Youth, the initial education and training goals must be linked to a career pathway ultimately resulting in the attainment of the overarching participant employment goal. The completed IEP must be signed electronically by the participant with a signature pad once the IEP is established and for any subsequent IEP updates. The original IEP and any updates must be stored electronically in the Staff Documents Section of EF and GPMS.

- **Participant Monthly Contact**– It is critically important that participant progress on accomplishing various steps identified in the IEP will be monitored monthly with participants. Participant’s progress should be documented in Employ Florida with a monthly case note titled “Monthly Contact – Month”.
- **Job-Driven Training** – All training provided to FCDP participants should be focused on ultimately resulting in a high-wage regionally in demand job for the participant and be provided by either the host educational agency or through a training provider identified on the sub-recipient’s Eligible Training Provider List (ETPL).
- **Eligible Training Provider List (ETPL)** – All sub-recipients must submit to the FCDP State Office a prospective ETPL for the funded program year with the grant proposal for review and approval. Sub-recipients may not encumber participant training funds on agencies/trainers not identified on the approved ETPL and/or received state office approval. In addition, all sub-recipients should focus on training opportunities for their participants. Each training provider must complete a training vendor application and submit the required attachments. The sub-recipient will use these completed applications to compile the prospective ETPL. All vendor applications must be included with the ETPL sent to the FCDP State Office.
- **Targeted Occupation List (TOL)** - All sub-recipients must submit to the State Office a prospective TOL for the funded program year with the grant proposal for review and approval. Sub-recipients may not encumber participant training funds on programs not identified on the approved TOL and/or received state office approval. In addition, all sub-recipients should focus on apprenticeship and pre-apprenticeship training opportunities for their participants.
- **Placement and Transition** – Since the focus of the FCDP is to find meaningful and sustainable careers for farmworkers, sub-recipients are expected to include in their project design strategies for assisting the target population with employment placement and transition services. These strategies should include the development of working partnerships with the local CareerSource team, prospective employers, and other community agencies charged with providing employment assistance to jobseekers. All placement and transition related activities provided to eligible participants should be documented in the case notes and the appropriate placement sections of Employ Florida. (Policy No. 17-01).
- **Quarterly Narrative Reports (QNR)** – This is a federal requirement that includes participant success stories. All sub-recipients must submit a quarterly narrative report on the last day of each quarter; September 30, December 31, March 31 and June 30. Refer to **Attachment N** for a sample and specific formatting requirement.
- **Follow-Up Activities** – USDOL guidelines regarding this federal program require an organized, consistent, and accurate follow-up and process to be established for all eligible participants after their exit from the program. FCDP State Office guidelines regarding the structure, timing, and form of this follow-up must be adhered to ensure participants receive every assistance possible to be successful, but also, to ensure the accurate reporting of employment related performance data to USDOL. Follow-up wage information should be obtained from a valid external source such as wage records or direct employer contact and notated in EF/GPMS.

Work Experience, Employability Skills, and Workforce System Access

Composite Exhibit C

- **Grantee Performance Management System** - All FCDP participants must be registered in GPMS during the participant intake process. This registration includes the appropriate selection training type that will be included in the NFJP module of Employ Florida.
- **Employability Skills** – All FCDP participants will be provided employability skills training prior to their exit from the program through either a sub-recipient provided stand-alone program or through referral to an external provider who is listed on the sub-recipient's ETPL.
- **Work Experience** – Work experience (paid or unpaid) may be used to supplement employability skill training for participants who have been identified in the IEP as needing additional work-related experience before exited with employment. All work experience must be consistent with the participant's IEP. Paid Work Experience must be for a limited period and be administered in keeping with State Office policies. Participants may not be enrolled in paid Work Experience for more than 300 total hours without written approval from the State Director.

Collaboration with Local Agencies

Sub-recipients must submit a list of 25 collaborative contacts on a quarterly basis. See sample provided.

- **Local Advisory Board** – A Local Advisory Board (LAB) must be established to assist participants to obtain meaningful employment. The LAB must operate within the guidelines set forth by the FCDP State Office for Local Advisory Board operations. Members of this Board should be comprised of key stakeholders in the community who will be able to inform the sub-recipients of any career opportunities for their NFJP participants. Membership shall include a minimum of two community job providers. For additional LAB members, refer to FDOE's list of business partners at: <http://www.fl DOE.org/academics/career-adult-edu/career-tech-edu/business-partners.stml>.
- **Title I Migrant Education Office** – Collaboration with the Title I Migrant Education Office(s) who serve migrant children in the service area of the FCDP is required and shall be documented with a signed collaboration agreement. This agreement should identify the specific way the collaboration will take place to include shared outreach efforts, program awareness building, and identification of ways in which program participants may benefit from this collaboration. It may be value-added to have a representative from the local Title I Migrant Education Office be an active member of the Local Advisory Board.
- **Other Agencies** – Local agencies who service the same targeted population of farmworkers may also be included.
- **Training Providers** – Training Provider agreements must be completed for each training provider listed on the ETPL and submitted to the FCDP State Office with the grant proposal. (Refer to ETPL section in this attachment).

Personnel Requirements

- **Time and Effort Reporting** – The sub-recipient agrees that staff whose total annual compensation is derived from WIOA Title I, Sections 167 funds shall contribute 100% of compensated time to completion of approved WIOA Title I, Section 167 project activities. The sub-recipient **must** submit to the State Office the Time and Effort form in September and March of the project year to document the staff's work 100% on a single cost objective. Time and Efforts forms are to be maintained for a period of five years.
- **Personal Activities Report (PAR)** – Sub-recipient staff positions funded in part by WIOA Title I, Section 167 funds in combination with any other funds will be charged on a proportional basis based on actual activities. The sub-recipient **must** submit to the FCDP office the PAR forms by the 6th of the following month. PAR forms are to be maintained for a period of five years. In addition, regardless of the funding source, all coordinators must document and submit the PAR form demonstrating a minimum of 50% of the time spent on leading the program site. Coordinators who spend 100% of their time leading the program site do not need to submit a PAR form.
- **Position Descriptions and Personnel Selection** Assigned FCDP staff leader must work at least 50% of their time for the program. The FCDP State Office will review the position descriptions of all projects funded positions to ensure they document the required knowledge, skills, and abilities for positions supporting the FCDP project. Salary schedules will be verified for each applicable job description. All

Composite Exhibit C

personnel must attend ongoing professional development sessions provided by the FCDP State Office, complete required certifications related to their specific position and continuously seek to upgrade and enhance their professional skills related to effectively building participant career plans, project management best practices, and developing employment-seeking and referral skills.

- **Personnel Related Changes** – Sub-recipients will immediately notify the FCDP State Office of any changes to personnel, salary, or FTEs. The FCDP office staff must be informed of the sub-recipient interview process, be provided with any new position descriptions and final candidate resumes to ensure they meet the minimum standards outlined in the applicable job description. The state approvals must be received by the sub-recipient prior to the candidate’s job offer. All Personnel hired will be required to attend and complete “New Staff Training” provided by the FCDP State Office. Upon the State Director’s approval of the proposed changes, sub-recipients will submit their approved Staffing Form, **Attachment D**, within ten (10) days of the change to the budget specialist. Any changes to salary or benefits as outlined in the originally approved Staffing Form must be pre-approved by the State Director before any grant funds are encumbered for this purpose and will require an amendment.
- **Staffing Parameters** – Staffing and associated salary/benefits should meet staffing patterns outlined in the chart below. The staffing expenditures allocated to this grant, should include cost from July through June of the program year. Requests to vary from this staffing model must be submitted to the State Director for approval. Any variations must be temporary, strongly justified to avoid jeopardizing the overarching goal of assisting farmworkers to build sustainable and rewarding careers. Staff must be employees of the sub-recipient; staffing may not be contracted out to vendors or other agencies. The sub-recipient **must** receive prior written authorization from the FCDP State Office prior to making any changes to direct personnel costs charged to the budget

Sub-Recipient Minimum Staff	Maximum Salary Plus Benefits Allocation Percentage
2.0 FTE	80% of Project Funding

Criteria

- *The assigned FCDP leader must work at least 50% for the program.*
- *Outreach and recruitment are a program requirement and must be included in the 101S budget narrative for every staff member regardless of job title.*
- *All activities and services listed in **Attachments F** shall be included as job responsibilities in 101S budget narrative, including, but not limited to the following:*
 - *Outreach and recruitment.*
 - *Career Services.*
 - *Training services.*
 - *Related Assistance Services.*
 - *Assessments.*
 - *Individual Employment Plans (IEP) for participants.*
 - *Placement and follow-up of employment.*
 - *Follow Up Activities monitored quarterly.*
 - *Collaboration with local agencies Workforce (CareerSource).*

Sample of Budget Narrative:

Staff Salary for (Local Job Position Title): FCDP team leader responsible for program compliance, staff development, all program and participants services; plan and participate in program outreach and participant recruitment with local agencies and advisory groups

Staff Salary for (Local Job Position Title): Responsible for program outreach, participant recruitment, participant assessments, participant services: employment plans, placements and follow up activities

Fiscal Management

- **Cost Standards** - The sub-recipient agrees that WIOA Title I, Section 167 funds may only be used for activities allowable under WIOA Title I, Section 167. Costs must be necessary and reasonable for

Composite Exhibit C

proper and efficient performance and administration of the project. The cost is allocable to a particular project grant if the goods or services involved are chargeable or assigned to such a project grant in accordance with relative benefits received. This would include the cost for compensation of employees for the time devoted and identified specifically to the performance of the project, cost of materials acquired, consumed, or expended specifically for the purpose of the project, and equipment and other approved capital expenditures.

- **Program Costs** - The sub-recipient agrees that administration expenses for the program year may not exceed five (5%) percent, including indirect cost, of total expenditures on the final report. Total expenditures are defined as the amount reported as Total All Categories (line 13) on the Florida Department of Education's Form DOE-599, Project Disbursement Report. Administration expenses are defined as those expenses reported in the Total Administration (line 9) cost category on the State of Florida, Department of Education's Form DOE-599, Project Disbursement Report.
- **Travel Costs** - The sub-recipient agrees that all staff charging travel costs to WIOA Title I, Section 167 funds must derive their salary from WIOA Title I, Section 167 funds and the travel must relate to WIOA Title I, Section 167 activities.
- **Travel Approval** - Sub-recipients must request prior permission in writing from the FCDP State Director for approval to charge out-of-state travel. Approval will be given only if such travel supports the goals of WIOA Title I, Section 167. Travel must comply with Section 112.061, Florida Statutes, as outlined in Section H of the **Green Book**, available at: [Green Book](#)
- **Project Amendments – Green Book Section B – page B-1** – Requests for realignment of funds between approved budget categories and any requests for additional funds prior to the end of the project year must be submitted to the FCDP State Office for review and approval using the appropriate budget and project amendment forms identified in the Green Book: [Green Book, Forms Project Amendment Request \(DOE150\)](#) and [Budget Amendment Narrative Form \(DOE 151\)](#).
- **Electronic Budget and Monthly Disbursement Reports** – Funded agencies are required to submit the Budget Narrative Form, DOE 101S, at the beginning of the program year and agree to generate the monthly DOE-599, Project Disbursement Report, using the e599 (electronic 599) workbooks provided by the State Office at the beginning of the program year. Final certified copies of DOE 599 must be submitted monthly to the FDOE Comptroller's office no later than twenty (20) days following the close of the reporting month, indicating the amount of funds expended (by budget category) for this project during the reporting month. A copy of these monthly DOE 599s must be provided to the State Office at the same time as the originals are forwarded to the FDOE.
- **Close-Out** – Each project must be closed out promptly after expiration or termination. The final expenditure report is due to the Office of the Comptroller no later than November 20 following the close of the Program Year. One copy must be submitted to the FCDP State Office. If the business operations of the sub-recipient agency are suspended, such agency will deliver the most current program records within 30 days of the close of business to the FCDP State Office. The FCDP State Office may terminate the project award for cause. In this event, a written termination notice will be prepared by the FCDP State Office to become effective thirty (30) days after such notice is given. In closing out projects, the following shall be observed: The closeout of a project does not affect the retention period for records or access rights by federal or state personnel. If a project is closed out without an audit, FDOE retains the right to disallow any appropriate amount after considering any recommended disallowances resulting from a subsequent audit.

Program Non-Compliance Policy

The sub-recipient agrees that the FDOE may discontinue the project award, not refund the sub-recipient, or impose special conditions if the sub-recipient has failed to provide services specified herein or in the project award or failed to achieve goals and identified performance standards.

Property Standards

The sub-recipient may purchase items/property with a value or cost less than \$1,000 without prior written approval from the FCDP State Office. However, all purchases must be necessary for the support of staff and/or participants and considered allowable activities WIOA Title I, Section 167. Sub-recipients must request written

Composite Exhibit C

permission to purchase items/property with a value or cost of \$1,000 or more. Property is defined as equipment, fixtures, and other tangible personal property of a non-consumable and non-expendable nature, with a value or cost of \$1,000 or more and the normal expected life is one year or more. The sub-recipient agrees that items purchased with WIOA Section 167 funds and defined as property with a cost of \$1,000 or more may be inventoried by the FDOE.

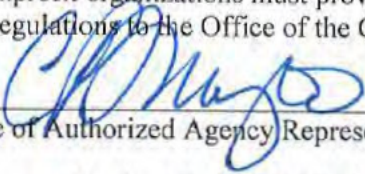
Record Retention

The sub-recipient agrees to retain all records pertinent to the project award including financial, statistical, property and participant records, and supporting documentation for five years from the final closing date of the project award. If there is ongoing litigation or an outstanding audit involving those records, the sub-recipient shall retain the records until resolution of the litigation or audit.

Audits

Private nonprofit organizations must provide an audit prepared in accordance with U. S. Department of Labor laws and regulations to the Office of the Comptroller and the Farmworker Career Development State Office.

Signature of Authorized Agency Representative



Date


6/25/25

CATHY BURGOS, LCSW
CHIEF COMMUNITY SERVICES OFFICER
MIAMI-DADE COUNTY, FL

Title:

Composite Exhibit D - Amendment One

Florida Department of Education Project Award Notification

1 PROJECT RECIPIENT Miami-Dade County, Dept. of Human Services	2 PROJECT NUMBER 761-4054C-4CFJ1	
3 PROJECT/PROGRAM TITLE National Farmworker Jobs Program (NFJP), Workforce Innovation and Opportunity Act (WIOA) - Title I, Section 167, Florida Farmworker Career TAPS 24B001	4 AUTHORITY CFDA# 17.264 Title I, Section 167, Workforce Innovation (WIOA) USDE or Appropriate Agency FAIN#: 23A60AC000006-01-00	
5 AMENDMENT INFORMATION Amendment Number: 1 Type of Amendment: Other Effective Date: 11/28/2023	6 PROJECT PERIODS Budget Period: 07/14/2023 - 09/30/2024 Program Period: 07/14/2023 - 09/30/2024	
7 AUTHORIZED FUNDING Current Approved Budget: \$350,059.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$350,059.00	8 REIMBURSEMENT OPTION Federal Cash Advance	
9 TIMELINES <ul style="list-style-type: none"> Last date for incurring expenditures and issuing purchase orders: <u>09/20/2024</u> Date that all obligations are to be liquidated and final disbursement reports submitted: <u>09/27/2024</u> Last date for receipt of proposed budget and program amendments: <u>07/20/2024</u> Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: Date(s) for program reports: Federal Award Date : <u>07/01/2023</u> 		
10 DOE CONTACTS Program: Rebeca Rodriguez Phone: (813) 224-1920 Email: Rebeca.Rodriguez@fldoe.org Grants Management: Unit B (850) 245-0735	Comptroller Office Phone: (850) 245-0401	UEI#: L6K1E7B6TS86 FEIN#: F596000573030
11 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference. For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project. All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification. The Department's approval of this contract/grant does not excuse compliance with any law. Other: Changed Timelines 		
12 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div data-bbox="185 1850 581 1919">  Authorized Official on behalf of the </div> <div data-bbox="786 1850 1040 1919"> 12/04/2023 Date of Signing </div> <div data-bbox="1162 1829 1463 1919">  FLORIDA DEPARTMENT OF EDUCATION fldoe.org </div> </div>		

Composite Exhibit D - Amendment One

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Page 1 of 2

INSTRUCTIONS PROJECT AWARD NOTIFICATION

- 1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6 Project Periods: The periods for which the project budget and program are in effect.
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 - Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.
- 9 Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- 10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

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MDC040

Composite Exhibit D - Amendment Two

Florida Department of Education

Project Award Notification

Revised

1 PROJECT RECIPIENT Miami-Dade County, Dept. of Human Services	2 PROJECT NUMBER 761-4054C-4CFJ1
3 PROJECT/PROGRAM TITLE National Farmworker Jobs Program (NFJP), Workforce Innovation and Opportunity Act (WIOA) - Title I, Section 167, Florida Farmworker Career <p style="text-align: right;">TAPS 24B001</p>	4 AUTHORITY CFDA# 17.264 Title I, Section 167, Workforce Innovation (WIOA) USDE or Appropriate Agency FAIN#: 23A60AC000006-01-00
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/14/2023 - 09/30/2024 Program Period: 07/14/2023 - 09/30/2024
7 AUTHORIZED FUNDING Current Approved Budget: \$350,059.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$350,059.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> Last date for incurring expenditures and issuing purchase orders: <u>09/30/2024</u> Date that all obligations are to be liquidated and final disbursement reports submitted: <u>11/20/2024</u> Last date for receipt of proposed budget and program amendments: <u>08/30/2024</u> Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: Date(s) for program reports: Federal Award Date : <u>07/01/2023</u> 	
10 DOE CONTACTS Program: Rebeca Rodriguez Phone: (813) 224-1920 Email: Rebeca.Rodriguez@fldoe.org Grants Management: Unit B (850) 245-0735	Comptroller Office Phone: (850) 245-0401 UEI#: L6K1E7B6TS86 FEIN#: F596000573030
11 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference. For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project. All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification. The Department's approval of this contract/grant does not excuse compliance with any law. Fund source changed from 4054B to 4054C 	
12 APPROVED: <div style="display: flex; justify-content: space-between;"> <div data-bbox="185 1843 586 1919"> <p><i>Charles D. Feehrer</i> _____ Authorized Official on behalf of the</p> </div> <div data-bbox="792 1854 1045 1919"> <p>11/20/2023 _____ Date of Signing</p> </div> <div data-bbox="1166 1797 1463 1892" style="text-align: right;">  <p>FLORIDA DEPARTMENT OF EDUCATION <small>fldoe.org</small></p> </div> </div>	

Composite Exhibit D - Amendment Two

Commissioner of Education

DOE-200

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Page 1 of 2

INSTRUCTIONS PROJECT AWARD NOTIFICATION

- 1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
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- 10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

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MDC042

Composite Exhibit D - Amendment Three

Florida Department of Education Project Award Notification

1 PROJECT RECIPIENT Miami-Dade County, Dept. of Human Services	2 PROJECT NUMBER 761-4054C-4CFJ1
3 PROJECT/PROGRAM TITLE National Farmworker Jobs Program (NFJP), Workforce Innovation and Opportunity Act (WIOA) - Title I, Section 167, Florida Farmworker Career <p style="text-align: right;">TAPS 24B001</p>	4 AUTHORITY CFDA# 17.264 Title I, Section 167, Workforce Innovation (WIOA) USDE or Appropriate Agency FAIN#: 23A60AC000006-01-00
5 AMENDMENT INFORMATION Amendment Number: 3 Type of Amendment: Increase Effective Date: 07/25/2024	6 PROJECT PERIODS Budget Period: 07/14/2023 - 09/30/2024 Program Period: 07/14/2023 - 09/30/2024
7 AUTHORIZED FUNDING Current Approved Budget: \$350,059.00 Amendment Amount: \$90,160.00 Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$440,219.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>09/30/2024</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>11/20/2024</u> • Last date for receipt of proposed budget and program amendments: <u>08/31/2024</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports: • Federal Award Date : <u>07/01/2023</u> 	
10 DOE CONTACTS Program: Rebeca Rodriguez Phone: (813) 224-1920 Email: Rebeca.Rodriguez@fldoe.org Grants Management: Unit B (850) 245-0735	Comptroller Office Phone: (850) 245-0401 UEI#: L6K1E7B6TS86 FEIN#: F596000573030
11 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> • This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference. • For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project. • All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification. • The Department's approval of this contract/grant does not excuse compliance with any law. • Other: 	
12 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr style="width: 100%;"/> Authorized Official on behalf of the Commissioner of Education </div> <div style="text-align: center;"> 9/13/2024 <hr style="width: 100%;"/> Date of Signing </div> <div style="text-align: right;">  FLORIDA DEPARTMENT OF EDUCATION <small>fldoe.org</small> </div> </div>	

Composite Exhibit D - Amendment Three

Revised 07/15

Page 1 of 2

INSTRUCTIONS PROJECT AWARD NOTIFICATION

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- 3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
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- 11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

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MDC044

Composite Exhibit E - Amendment One

Florida Department of Education Project Award Notification

1 PROJECT RECIPIENT Miami-Dade County, Dept. of Human Services	2 PROJECT NUMBER 761-4055C-5CFJ1	
3 PROJECT/PROGRAM TITLE National Farmworker Jobs Program (NFJP), Farmworker Career Development Program (FCDP) TAPS 25B001	4 AUTHORITY 17.264 National Farmworker Jobs Program (USDOL) USDE or Appropriate Agency FAIN#: Pending	
5 AMENDMENT INFORMATION Amendment Number: 1 Type of Amendment: Program: Changes Effective Date: 02/03/2025	6 PROJECT PERIODS Budget Period: 07/19/2024 - 09/30/2025 Program Period: 07/19/2024 - 09/30/2025	
7 AUTHORIZED FUNDING Current Approved Budget: \$415,656.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$415,656.00	8 REIMBURSEMENT OPTION Federal Cash Advance	
9 TIMELINES <ul style="list-style-type: none"> Last date for incurring expenditures and issuing purchase orders: <u>09/30/2025</u> Date that all obligations are to be liquidated and final disbursement reports submitted: <u>11/20/2025</u> Last date for receipt of proposed budget and program amendments: <u>08/31/2025</u> Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: Date(s) for program reports: Federal Award Date : <u>07/01/2024</u> 		
10 DOE CONTACTS Program: Rebeca Rodriguez Phone: (813) 224-1920 Email: Rebeca.Rodriguez@fldoe.org Grants Management: Unit B (850) 245-0735	Comptroller Office Phone: (850) 245-0401	UEI#: L6K1E7B6TS86 FEIN#: F596000573030
11 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> This project and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference. For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project. All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification. The Department's approval of this contract/grant does not excuse compliance with any law. Other: 		
12 APPROVED: <div style="display: flex; justify-content: space-between;"> <div data-bbox="115 1871 535 1976"> <p><i>Charles D. Feshner</i> Authorized Official on behalf of the Commissioner of Education</p> </div> <div data-bbox="743 1879 938 1948"> <p>2/18/2025 Date of Signing</p> </div> <div data-bbox="1146 1820 1466 1917">  <p>FLORIDA DEPARTMENT OF EDUCATION fldoe.org</p> </div> </div>		

MDC045

Composite Exhibit E - Amendment One

DOE-200
Revised 07/15

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INSTRUCTIONS PROJECT AWARD NOTIFICATION

- 1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
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- 12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.


DOE-200
Revised 07/15

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MDC046

Composite Exhibit E - Amendment Two

Florida Department of Education Project Award Notification

1 PROJECT RECIPIENT Miami-Dade County, Dept. of Human Services	2 PROJECT NUMBER 761-4055C-5CFJ1
3 PROJECT/PROGRAM TITLE National Farmworker Jobs Program (NFJP), Farmworker Career Development Program (FCDP) <p style="text-align: right;">TAPS 25B001</p>	4 AUTHORITY 17.264 National Farmworker Jobs Program (USDOL) USDE or Appropriate Agency FAIN#: Pending
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS BudgetPeriod: 07/19/2024 - 09/30/2025 ProgramPeriod:07/19/2024 - 06/30/2025
7 AUTHORIZED FUNDING Current Approved Budget: \$415,656.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$415,656.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>09/30/2025</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>11/20/2025</u> • Last date for receipt of proposed budget and program amendments: <u>08/30/2025</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports: • Federal Award Date : <u>07/01/2024</u> 	
10 DOE CONTACTS Program: Rebeca Rodriguez Phone: (813) 224-1920 Email: Rebeca.Rodriguez@fldoe.org Grants Management: Unit B (850) 245-0735	Comptroller Office Phone: (850) 245-0401 UEI#: L6K1E7B6TS86 FEIN#: F596000573030
11 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> • This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference. • For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project. • All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification. • The Department's approval of this contract/grant does not excuse compliance with any law. • Other: 	
12 APPROVED: <div style="display: flex; justify-content: space-between;"> <div data-bbox="211 1806 600 1911"> <p><u>Charles D. Feshner</u> Authorized Official on behalf of the Commissioner of Education</p> </div> <div data-bbox="795 1806 974 1879"> <p><u>10/31/2024</u> Date of Signing</p> </div> <div data-bbox="1161 1753 1469 1858" style="text-align: right;">  <p>FLORIDA DEPARTMENT OF EDUCATION fldoe.org</p> </div> </div>	

Composite Exhibit E - Amendment Two

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INSTRUCTIONS PROJECT AWARD NOTIFICATION

- 1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6 Project Periods: The periods for which the project budget and program are in effect.
- 7 Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).
- 8 Reimbursement Options:
 - Federal Cash Advance –On-Line Reporting required monthly to record expenditures.
 - Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.
 - Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.
 - Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.
- 9 Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- 10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

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MDC048

Composite Exhibit F

MEMORANDUM OF UNDERSTANDING BETWEEN SOUTH FLORIDA WORKFORCE INVESTMENT BOARD AND MIAMI-DADE COUNTY

This Memorandum of Understanding (hereinafter "MOU" or "Agreement") is made and entered into by and between the South Florida Workforce Investment Board d/b/a CareerSource South Florida ("SFWIB" or "CareerSource"), Miami-Dade County hereinafter referred to as "Partner" (SFWIB and the Partner are collectively referred to as the "Parties").

WITNESSETH:

WHEREAS, the Workforce Innovation and Opportunity Act of 2014 ("WIOA" or the "Act") establishes a One-Stop Service Delivery System ("One-Stop System") assuring coordination between the activities authorized in and linked to the Act; and

WHEREAS, the SFWIB provides workforce development services in Workforce Area 23 of the state of Florida ("Area"), which is comprised of Miami-Dade and Monroe Counties; and

WHEREAS, the SFWIB's services and resources are available through a network of CareerSource centers and access points which comprise the Area's One-Stop System to provide a seamless and comprehensive array of education, job training, economic development efforts, and other workforce development services to persons within the Area; and

WHEREAS, the SFWIB's delivery of services is enhanced by integration of available resources and collaboration through partnerships that establish guidelines to facilitate joint planning and evaluation of services, to develop more efficient management of limited financial and human resources and to reduce administrative costs; and

WHEREAS, the Partner administers the Community Action and Human Services Department's ("CAHSD") Farmworker Career Development program, which provide jobs and education services that address the educational and employment barriers faced by low-income individuals, farmworkers, and veterans, for the primary purposes of addressing the barriers faced by participant farmworkers for the primary purposes of reintroducing them into the job market in Miami-Dade County; and

WHEREAS, the Parties desire to build a workforce development system, which will dramatically upgrade all Floridians' workplace skills and economically benefit the workforce, employers, and state; and

WHEREAS, the Parties recognize that information sharing and referrals may lead to greater opportunities for successful employment and self-sufficiency for clients and enhance participation and performance of customers served through the system; and

WHEREAS, the Parties desire to ensure compliance and that coordinated efforts are consistent with all federal, state and local requirements to establish and maintain an effective and successful "One-Stop Delivery System" (20 CFR Section 678.300); and

WHEREAS, the Parties desire to ensure that the following principles of the Title I of the WIOA are implemented: (a) increasing access and opportunities for employment, education, training and support services of individuals, particularly those with barriers to employment; (b) improving the quality and labor market relevance of workforce innovation, education, and economic development; (c) promoting improvement in the

Composite Exhibit F

structure and delivery of services; (d) increasing the prosperity of workers and employers; and (e) providing workforce development activities that increase employment, retention and earnings of participants and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet skill requirements of employers, and enhance productivity and competitiveness of the nation;

NOW THEREFORE, in consideration of the mutual terms, conditions, promises, and covenants herein set forth, the Parties agree as follows:

I. SCOPE OF WORK

The Partner agrees to provide services in accordance with Exhibit A, Scope of Work, attached hereto and incorporated by reference as if fully set forth herein. Methods for referring individuals to the CareerSource Center Operators, Youth Programs and/or CareerSource center Partner for the appropriate services shall be set forth in the Scope of Work. Any modifications to the Scope of Work shall only be valid when they have been reduced to writing, duly approved and signed by both parties.

II. PERIOD OF PERFORMANCE

This MOU shall commence upon July 1, 2020, irrespective of the date of execution, and terminate at the close of business on June 30, 2022, unless earlier terminated as provided below.

III. COST SHARING

Cost sharing is only applicable for Partners who have personnel stationed at one or more CareerSource centers. If applicable, the agency agrees to the cost sharing methodology as provided in Exhibit B, Cost Sharing, attached hereto and incorporated herein by reference. Any modifications to the Cost Sharing Agreement shall only be valid when they have been reduced to writing, duly approved and signed by both Parties.

IV. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

As a condition of the award of financial assistance from the Department of Labor under Title I of the WIOA, and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Partner assures that it shall comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- A. Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex gender identity, gender expression or sex stereotyping (except as otherwise permitted under title IV of the Education Amendments of 1972), 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;
- B. Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d et seq.), as amended, which prohibits discrimination against qualified individuals on the basis of race, color and national origin;
- C. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, which prohibits discrimination against qualified individuals with disabilities;
- D. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), as amended, which prohibits discrimination on the basis of sex in educational programs;
- E. The Age Discrimination Act of 1975 (42 U.S.C. 6101), as amended, which prohibits discrimination on the basis of age;

Composite Exhibit F

- F. Section 654 of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9849), as amended, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs;
- G. The Americans with Disabilities Act of 1990, (42 U.S.C. 12101 et seq.), as amended, which prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, state and local government services and telecommunications;
- H. Executive Order ("EO") No. 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by EO No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor"; and in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 45 CFR Part 80; and Part 92, if applicable;
- I. Equal Employment Opportunity in Apprenticeship and Training (29 CFR Part 30); and
- J. Chapter 11A of the Code of Miami-Dade County, Florida, which, among other things, prohibits discrimination in employment and places of public accommodations on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, actual or perceived status as a victim of domestic violence, dating violence and stalking, gender identity, gender expression, or sexual orientation.

The Partner also assures that it shall comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the Partners' operation of the WIOA Title I and TANF – financially assisted program or activity and to all agreements the Partner makes to carry out the WIOA Title I and TANF – financially assisted program or activity. The Partner understands the United States has the right to seek judicial enforcement of this assurance.

V. IMMIGRATION REFORM AND CONTROL ACT

The Partner shall comply with the requirements of the Immigration Reform and Control Act of 1986, which requires employment verification and retention of verification forms for any individuals hired who will perform any services under this Agreement.

VI. CONFIDENTIALITY

- A. The Partner shall maintain the confidentiality of any information regarding program participants that identifies or may be used to identify program participants and which may be obtained through proposal forms, interviews, tests, reports from public agencies or counselors, or any other source. The Partner shall not divulge such information without the written permission of the participant, or participant's custodial parent or guardian when authorized by law, if applicable, except that such information which is necessary, as determined by the SFWIB, for purposes related to the performance or evaluation of this MOU may be divulged to the SFWIB or such other persons as the SFWIB may designate, who are responsible for monitoring or evaluating the services and performances under the MOU, or to governmental authorities to the extent necessary for the proper administration of the law and the provision of services.

All releases of information shall be in accordance with applicable federal and state laws as well as the policies and procedures of the SFWIB. The Partner shall provide a completed Confidentiality Agreement, Attachment 1, prior to the execution of the MOU.

Composite Exhibit F

- B. Confidentiality Forms. The Partner, in the course of receiving and utilizing confidential workforce program information for the purpose of performing its duties under this MOU, shall ensure that all staff, security officers, contractors, and subcontractors, and their employees complete the following certification and acknowledgement forms prior to permitting those individuals to perform any work under or relating to this MOU:
- a. Individual Non-Disclosure and Confidentiality Certification Form, Attachment 2, attached hereto and incorporated herein. The Partner shall maintain the completed confidentiality forms in each employee's personnel file.
 - b. A universal Authorization to Obtain Confidential Information Form, Attachment 3, attached hereto and incorporated herein, for use within the CareerSource center system, shall be filled out and maintained for every job seeker who is referred to employment and/or training opportunities.
 - c. A universal Authorization to Obtain Confidential Employment Information Form, Attachment 4, attached hereto and incorporated by reference herein, for use within the CareerSource center system, shall be filled out and maintained for every job seeker who is referred to employment and/or training opportunities.
 - d. A universal Authorization to Release Confidential Information Form, Attachment 5, attached hereto and incorporated herein, for use within the CareerSource center system, shall be filled out and maintained for every job seeker who is referred to employment and/or training opportunities.

VII. INDEMNIFICATION

The Parties shall be fully responsible for their own acts of negligence, or their respective agent's acts of negligence when acting within the scope of their employment, and shall be liable for all attorneys' fees and damages proximately caused thereby; provided, however, that the Parties' liability is subject to the limitations of section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by the Parties, nor shall anything herein be construed as consent by the parties to be sued by any third party for any cause or matter arising out of or related to this Agreement.

Term of Indemnification. The provisions of this indemnification shall survive the expiration or termination of this MOU.

VIII. TERMINATION

This MOU may be terminated without cause by any party hereto upon providing thirty (30) days' prior written notice to the other Parties.

IX. NOTICE

It is understood and agreed between the Parties that written notice shall be mailed or delivered to the addresses set forth below and shall constitute sufficient written notice. The Parties designate the following:

For South Florida Workforce Investment Board:
Rick Beasley, Executive Director
South Florida Workforce Investment Board
The Landing at MLA

Composite Exhibit F

7300 Corporate Center Drive, Suite 500
Miami, Florida 33126-1234

For Miami-Dade County, Office of the Mayor:
Carlos A. Gimenez, Mayor
Miami-Dade County
Stephen P. Clark Government Center
111 N.W. 1st Street, Suite 2910
Miami, Florida 33128

For Miami-Dade Community Action and Human Services:
Lucia Davis-Raiford, Director
Miami-Dade Community Action and Human Services
701 NW 1st Court, 10th Floor
Miami, Florida 33136

X. AMENDMENTS

Any alteration, amendment, variation, modification, extension or waiver of provisions of this MOU shall only be valid when it has been reduced to writing, duly approved and signed by the authorized agent of each of the Parties.

XI. PRIOR AGREEMENTS

This Agreement, and the attachments and exhibits specified below incorporate and include 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 Agreement or in its attachments and exhibits. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

The following is a List of Attachments and Exhibits that are incorporated into this Agreement:

<u>Type</u>	<u>Letter/Number</u>	<u>Description</u>
Exhibit	A	Scope of Work
Exhibit	B	Infrastructure Funding
Attachment	1	Confidentiality Agreement
Attachment	2	Individual Non-Disclosure and Confidentiality Certification Form
Attachment	3	Authorization to Obtain Confidential Information
Attachment	4	Authorization to Obtain Confidential Employment Information
Attachment	5	Authorization to Release Confidential Information
Attachment	6	Certification Regarding Environmental Tobacco Smoke

XII. AUTONOMY

The Parties agree that this MOU does not create or recognize any partnership, joint venture, or any other kind of organizational relationship other than herein set forth. The Parties acknowledge the independence and autonomy of each of the other Parties. The Parties remain, at all times, independent contractors, and not partners, under state law. It is expressly understood, agreed and intended that the Partner is not a partner, joint venture participant, agency or instrumentality of any kind of the SFWIB. Furthermore, the Partner's officers, agents, servants, employees, contractors and sub-contractors are not officers, agents, servants or employees, agencies or instrumentalities of the SFWIB.

XIII. GRIEVANCE PROCEDURES

The Partner shall comply with all of the SFWIB's applicable Grievance and Complaint Procedures and as required by state and federal law.

XIV. ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN) FUNDING RESTRICTIONS ASSURANCE

As a condition of this Agreement, the Partner assures that it will comply fully with the federal funding restrictions pertaining to ACORN and its subsidiaries per the Consolidated Appropriations Act of 2010, Division E, Section 511 (Pub. L. 111-117). The Continuing Appropriation Act, 2011, Section 101 and 103 (Pub. L. 111-242), provides that appropriations made under Pub. L. 111-117 are available under the conditions provided by Pub. L. 111-117.

XV. COMPLIANCE WITH SECTION 6002 OF THE SOLID WASTE DISPOSAL ACT, AS AMENDED BY THE RESOURCE CONSERVATION AND RECOVERY ACT ("RCRA") FOR THE PROCUREMENT OF RECOVERED MATERIALS

The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency ("EPA") at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. The Partner shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the RCRA.

XVI. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS

Equal Treatment For Faith Based Organizations. 45 CFR 87 prohibits any state or local government receiving funds under any United States Department of Health and Human Services 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.

Equal Treatment For Faith Based Organizations. 45 CFR 87 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.

Equal Treatment For Faith Based Organizations. 45 CFR 87 prohibits an organization that participates in programs funded by direct financial assistance from the Department, in providing services, from discriminating against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

XVII. ENVIRONMENTAL TOBACCO SMOKE

In accordance with Part C of P.L. 103-227, the "Pro-Children Act of 1994", smoking is prohibited in any portion of any indoor facility owned or leased or contracted by an entity and used regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by federal programs whether directly or through state or local governments. Federal programs include grants, cooperative agreements, loans, and loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment. The Partner shall provide a completed Certification Regarding Environmental Tobacco Smoke, Attachment 6.

XVIII. PUBLIC ANNOUNCEMENTS AND ADVERTISING

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal funds, the Partner shall clearly state (1) the percentage of the total costs of the program or project which will be financed with federal funds, (2) the dollar amount of federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

The Partner shall incorporate “a proud partner of the American Job Center network” on all primary electronic resources, including websites, used by the one-stop delivery system (20 CFR section 662.100), and on any newly-printed, purchased, or created materials pursuant to 20 CFR 678.900. Each one-stop delivery system must include “a proud partner of the American Job Center network” identifier on all:

- Primary electronic resources used by the one-stop delivery system, and on any newly printed, purchased, or created materials.
- Products, programs, activities, services, facilities, and related property and new materials used in the one-stop delivery system.

XIX. UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

The Partner shall comply with 2 CFR Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (superseded OMB Circulars A-21, A-87, A-89, A-102, A-110, A-122, A-133 – see, 78 FR 78590-01 (Dec. 26, 2013)).

XX. CODES OF CONDUCT

The Partner shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her domestic partner, or an organization which employs or is about to employ any of the Parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements.

XXI. GOVERNMENT-WIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE

The Partner shall comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 29 CFR part 94.

XXII. VETERAN'S PRIORITY PROVISIONS

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the “Jobs for Veterans Act” (“JVA”), P.L. 107-288. The JVA provides priority services to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. To obtain priority service, a person must meet the program's eligibility requirements. 20 CFR Part 1010 provides general guidance on the scope of the veterans' priority statute.

Composite Exhibit F

XXIII. INTERGOVERNMENTAL PERSONNEL ACT

The Partner shall comply with the requirements of the Intergovernmental Personnel Act (42 U.S.C. Chapter 62 Sec. §4701).

XXIV. ADMINISTRATIVE PROVISIONS UNDER TITLE I OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT ADMINISTRATIVE RULES, COSTS AND LIMITATIONS

The Partner shall comply with the requirements of the administrative provisions under Title I of the WIOA Administrative Rules, Costs and Limitations (20 CFR Part 683, Subpart B).

XXV. CERTIFICATION

By signing this Agreement, the Parties agree that the provisions contained herein are subject to all applicable, federal, state and local laws, regulations and guidelines relating to nondiscrimination, equal opportunity, displacement, privacy rights of participants, and maintenance of records and other confidential information relating to access point customers.

XXVI. GOVERNING LAW AND VENUE

This MOU shall be governed by, and construed in accordance with the laws of the state of Florida. In the event of litigation, venue for any claim shall lie exclusively in a court of competent jurisdiction in Miami-Dade County. The Parties shall be responsible for their own attorneys' fees.

XXVII. FLORIDA PUBLIC RECORDS LAW

Notwithstanding any other provision contained herein, the Parties understand the broad nature of Florida's public records laws and shall comply with same and other laws relating to records retention. The Parties shall keep and maintain public records as required by law for performance of services encompassed in this Agreement. The Parties shall keep records to show their compliance with program requirements in accordance with this Agreement. The Parties and their subcontractors must make available, upon request of a Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives, any books, documents, papers, and records in their possession that are directly pertinent to this Agreement for the purpose audits, examinations, excerpts, and transcriptions. Upon request from the any of the Parties' custodian of public records, the Parties must provide a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in in Chapter 119, Florida Statutes, or as otherwise provided by law. The Parties shall ensure that public records that are exempt and/or confidential from public records disclosure requirements are not disclosed except as authorized by law. The Parties shall retain all records for five (5) years after final payment is made or received and all pending matters are completed pursuant to Title 34, Sections 80.36(b)(1). Exempt or confidential information should not be disclosed unless authorized by law. Upon completion of the Agreement, the Parties shall transfer, at no cost, all public records in their possession that belong to another party or keep and maintain public records required by the Parties. If the Parties transfer public records to another party during the term of this Agreement or upon completion of the term, the Parties shall destroy any duplicate public records that are exempt and/or confidential from public records disclosure requirements. All records stored electronically must be provided to the any of the Parties, upon request from the Parties' custodian of public records, in a format that is compatible with the information technology systems of the requesting party.

IF THE PARTNER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PARTNERS' DUTY TO PROVIDE PUBLIC RECORDS RELATING TO

Composite Exhibit F

THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Via e-mail: recordsrequest@careersourcesfl.com
Telephone: 305-929-1500
South Florida Workforce Investment Board
The Landing at MIA
7300 Corporate Center Drive, Suite 500
Miami, Florida 33126-1234

XXVIII. SEVERABILITY

If any portion of this MOU is determined by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective.

XXIX. AUTHORITY TO EXECUTE AGREEMENT

Each person executing this Agreement represents and warrants that he or she is duly authorized and has full legal authority to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on the other party and enforceable in accordance with its terms.

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Composite Exhibit F

THE PARTIES ARE DULY AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF THE RESPECTIVE PARTIES:

AUTHORIZED SIGNATURES FOR: Miami-Dade County
AGREEMENT NUMBER: MOU-PT-PY'19-02-00

1a. M.K.K.P. 1b. _____
Signature of Authorized Representative
08/20/2020 MAURICE I. KEMP
Date MIAMI DADE CTY. FL
DEPUTY MAYOR

2a. ^{for} Carlos A. Gimenez 2b. _____
Typed Name of Authorized Representative Typed Name of Authorized Representative

3a. Mayor 3b. _____
Full Title of Authorized Representative Full Title of Authorized Representative

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

BY: Rick Beasley AUGUST 24, 2020
Rick Beasley Date
Executive Director, SFWIB

PY'20-22
SCOPE OF WORK
MIAMI-DADE COUNTY
COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT
FARMWORKER CAREER DEVELOPMENT PROGRAM

The collaboration between the South Florida Workforce Investment Board d/b/a CareerSource South Florida (hereinafter the "SFWIB" or "CSSF"), and Miami-Dade County (hereinafter "County", "Partner", or "Agency") is to provide access to farm workers to workforce services and maintain a referral process, delivery system and feedback procedure.

The SFWIB will seek to ensure that employment and training services are made available and the County staff will market the CareerSource center system to farm workers who apply for services through the County and address the barriers faced by farm workers in the Homestead and surrounding area following the process outlined herein:

I. Roles and Responsibilities:

A. The SFWIB Shall:

- Continue to ensure that the SFWIB's staff provide training and technical assistance to the County's staff on how to-use the CareerSource center system services most effectively for the benefit of the farm workers they serve.
- Continue to ensure that agreed upon procedures as set forth in **Attachment 1, Referral Procedures** are distributed to the CareerSource center operators.
- Continue to ensure that CareerSource center staff participate in cross-training programs to ensure that staff is familiar with services available through the County and eligibility requirements and procedures for accessing these services and that the County's staff are trained on the following SFWIB services:
 - Initial Assessment Application (IAA);
 - Completed Employ Miami-Dade (EMD)/Employ Monroe (EM) Self-Registration;
 - EMD/EM Self-Job Matching and Self-Job Referrals;
 - EMD/EM Resume; and
 - EMD/EM Labor Market Information.

B. The County shall:

- Continue to provide employment services to farm workers at the County's Community Action and Human Services Department office located at:

Naranja Community Resource Center
13955 SW 264th Street
Naranja, Florida 33032
Contact: Wanda R. Walker, Division Director
Community Action and Human Services Department
Farmworker Career Development Program

Composite Exhibit F

Exhibit A

- Continue to provide staff to offer assistance to farm workers seeking employment services using the following:
 - Initial Assessment Application (IAA);
 - Completed Employ Miami-Dade (EMD)/Employ Monroe (EM) Self-Registration;
 - EMD/EM Self-Job Matching and Self-Job Referrals;
 - EMD/EM Resume; and
 - EMD/EM Labor Market Information.

- Continue to provide staff to complete referrals for workforce (including training) services following agreed upon procedures outlined in **Attachment 1, Referral Procedures**, including utilizing an original **Universal Referral Form (URF) (Attachment 1-A)**. The original URF shall be given to CareerSource center staff and a copy shall be kept in the participant's file.

- Continue to provide staff to offer informational assistance to farm workers seeking training services through the listings of training offerings on the SFWIB's (CareerSource South Florida) website and/or through referrals to nearby CareerSource centers for additional assistance and determination of eligibility.

- Continue to ensure that staff advises participants applying for training that they will be contacted to schedule a training orientation and that training enrollments depend on funding availability.

- Continue to provide staff to document and follow-up with all participants receiving employment assistance and training referrals through this collaboration.

- Continue to participate in cross-training programs to ensure that County staff is familiar with services available through the CareerSource centers and eligibility requirements and procedures for accessing these services.

- Continue to market the CareerSource center system to farm workers who apply for services through the County.

Composite Exhibit F

PY'22-24 MEMORANDUM OF UNDERSTANDING

AMENDMENT #1

THIS AMENDMENT #1, hereinafter referred to as the "AMENDMENT", entered into between Miami-Dade County, hereinafter referred to as the "Partner", and the South Florida Workforce Investment Board, hereinafter referred to as the "SFWIB", amends the Memorandum of Understanding entered between the parties on July 1, 2021. The Memorandum of Understanding and this Amendment are hereinafter collectively referred to as the "AGREEMENT", between the SFWIB and the Partner dated July 1, 2021 and expiring June 30, 2022.

Article I, Scope of Work, is deleted in its entirety and replaced with the following language:

The Partner agrees to provide services in accordance with Exhibit A, Scope of Work, and Exhibit A-1, PY' 22-24 Scope of Work, attached hereto and incorporated by reference as if fully set forth herein. Methods for referring individuals to the CareerSource center Operators, Youth Programs and/or CareerSource center Partner for the appropriate services shall be set forth in the Scope of Work. Any modifications to the Scope of Work shall only be valid when they have been reduced to writing, duly approved and signed by both parties.

Article II, Infrastructure Funding Agreement, is deleted in its entirety and replaced with the following language:

The Infrastructure Funding Agreement, Exhibit B, attached hereto and incorporated by reference as if fully set forth herein, establishes a financial plan, including terms and conditions, to fund the services and operating costs of the Workforce Development Area 23 Comprehensive One-Stop Center (North Miami Beach). The Parties agree that joint funding is an essential foundation for an integrated service delivery system.

Any modifications to the Infrastructure Funding Agreement, Exhibit B, shall only be valid when they have been reduced to writing, duly approved and signed by the Parties.

If the period of performance of the agreement is extended, the Partner agrees to continue payment at the rate and in the manner specified in Exhibit B- Infrastructure Funding Agreement until a new Infrastructure Funding Agreement has been reduced to writing, duly approved and signed by both Parties.

Article III, Period of Performance, is deleted in its entirety and replaced with the following language:

This MOU shall commence upon July 1, 2021, irrespective of the date of execution, and terminate at the close of business on June 30, 2024, unless earlier terminated as provided below.

All provisions in the AGREEMENT and any attachments thereto in conflict with this AMENDMENT shall be and hereby are changed to conform with this AMENDMENT.

All other terms and conditions not in conflict with this AMENDMENT remain unchanged as agreed to in the original AGREEMENT.

SIGNATURES APPEAR ON THE FOLLOWING PAGE

SIGNATORY FORM

THE PARTIES ARE DULY AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF THE RESPECTIVE PARTIES:

AUTHORIZED SIGNATURES FOR: Miami-Dade County
AGREEMENT NUMBER: MOU-PT-PY'21-16-01

1a. [Signature] MORRIS COPELAND, CPM
Signature of Authorized Representative CHIEF COMMUNITY SERVICES OFFICER
MIAMI-DADE COUNTY, FL

7/6/2022
Date

2a. [Signature]
Daniella Levine Cava
Typed Name of Authorized Representative

3a. Mayor
Full Title of Authorized Representative

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

BY: [Signature]
Rick Beasley
Executive Director, SFWIB

7-11-22
Date

PY'22-24
SCOPE OF WORK
MIAMI-DADE COUNTY
COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICE BLOCK GRANT (CSBG) PROGRAM,
VETERANS SERVICES PROGRAM,
FARMWORKER CAREER DEVELOPMENT PROGRAM, AND
COMMUNITY RESOURCE CENTERS

The collaboration between the South Florida Workforce Investment Board d/b/a CareerSource South Florida (hereinafter the "SFWIB" or "CSSF"), and Miami-Dade County (hereinafter "County", "Partner", or "Agency") is to provide access to low-income individuals and families to workforce services and maintain a referral process, delivery system and feedback procedure.

The SFWIB will seek to ensure that employment and training services are made available and the County staff will market the CareerSource center system to low-income individuals and families who apply for services through the County and address the barriers faced by low-income individuals and families in Miami-Dade County following the process outlined herein:

I. Roles and Responsibilities:

A. The SFWIB Shall:

- Continue to ensure that the North Miami Beach CareerSource center operator staff provides on-site employment assistance, training referrals and technical assistance to the County's staff on how to-use the CareerSource center system services most effectively for the benefit of the low-income individuals and families they serve. Employment assistance and training includes, but is not limited to, the following topics:
 - Complete Initial Assessment Application (IAA).
 - Complete Training Referrals using the Universal Referral Form (Attachment 1-A) and adhering to Referral Procedures (Attachment I).
 - Completed Employ Miami-Dade (EMD)/Employ Monroe (EM) Self-Registration.
 - Provide job search matching and staff assisted job referrals.
 - Provide current Labor Market Information, aptitude testing/assessment, and career planning to all participants.
 - Maintain accurate Background (i.e., Education Profile + Employment History), and active (viewable to employers) Resume, valid telephone number and e-mail address.
 - Completing the Common Intake form (Attachment 2) to document personal information to 1) establish identity, 2) unemployment status, 3) proof of valid social security number, 4) maintain contact information, 5) ensure Equal Employment Opportunity (EEO), and 6) determine eligibility priority for Workforce Innovation and Opportunity Act (WIOA) services. This information shall be made available to the County by the SFWIB, where applicable.
- Continue to ensure eligibility determination and registration include: (1) completed WIOA Application; (2) verification of the information provided in the application; (3) determination that the applicant meets the eligibility criteria established by WIOA and the SFWIB; and (4) entry into the EMD/EM Management Information System.

All adults shall meet the WIOA Adult eligibility criteria listed below:

- 18 years of age or older; and
 - Is a resident of Miami-Dade County or Monroe County; and
 - A citizen of the United States; or
 - An eligible non-citizen who is authorized by the U.S. Citizenship and Immigration Services; and
 - In compliance with the Selective Service Act (only relevant for males at least 18 years of age and born after December 31, 1959); and
 - Provide the highest grade completed; and
 - Provide proof of veteran status, if applicable.
- Continue to document and follow-up with all the County's participants receiving employment assistance and training referrals.
 - Continue to participate in cross-training programs to ensure that the County's staff is familiar with services available through the CareerSource centers and eligibility requirements and procedures for accessing these services.

B. The County shall:

- Continue to ensure that the North Miami Beach CareerSource center staff participates in cross-training programs to ensure that staff is familiar with services available through the County and eligibility requirements and procedures for accessing these services and that the County's staff is trained on the SFWIB's services.
- Continue to ensure that the North Miami Beach CareerSource center operator staff works to register eligible participants before referring using the Universal Referral Form (Attachment 1-A) and adhering to Referral Procedures (Attachment 1). The original Universal Referral Form (Attachment 1-A); shall be given to the North Miami Beach CareerSource center staff. A copy must be kept in each participant's file.
- Continue to ensure that the North Miami Beach CareerSource center operator staff works to complete work registration for each eligible participant, referred by completing the following SFWIB services:
 - Complete Initial Assessment Application (IAA).
 - Completed Employ Miami-Dade (EMD)/Employ Monroe (EM) Self-Registration.
 - Provide job search matching and staff assisted job referrals.
 - Maintain accurate Background (i.e., Education Profile + Employment History), and active (viewable to employers) Resume, valid telephone number and e-mail address.
 - Provide current Labor Market Information to all participants.
 - Completing the Common Intake form (Attachment 2) to document personnel information to 1) establish identity, 2) unemployment status, 3) proof of valid social security number, 4) maintain contact information, 5) ensure Equal Employment Opportunity (EEO), and 6) determine eligibility priority for Workforce Innovation and Opportunity Act (WIOA) services. This information shall be made available by the County to the SFWIB, where applicable.

- Continue to ensure eligibility determination and registration include: (1) completed WIOA Application; (2) verification of the information provided in the application; (3) determination that the applicant meets the eligibility criteria established by WIOA and the SFWIB; and (4) entry into the EMD/EM Management Information System.

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- 18 years of age or older; and
 - Is a resident of Miami-Dade County or Monroe County; and
 - A citizen of the United States; or
 - An eligible non-citizen who is authorized by the U.S. Citizenship and Immigration Services; and
 - In compliance with the Selective Service Act (only relevant for males at least 18 years of age and born after December 31, 1959); and
 - Provide the highest grade completed; and
 - Provide proof of veteran status, if applicable.
- Continue to ensure that the North Miami Beach CareerSource center operator staff advises participants applying for training that they will be contacted to schedule a training orientation and that training enrollments depend on funding availability.
 - Continue to provide the North Miami Beach CareerSource center operator staff with flyers, pamphlets, and/or brochures regarding the County's program for display.
 - Continue to provide staff to document and follow-up with all participants receiving employment assistance and training referrals through this collaboration.
 - Continue to participate in cross-training programs to ensure that County staff is familiar with services available through the CareerSource centers and eligibility requirements and procedures for accessing these services.
 - When obtaining documentation from another agency/person in the course of delivering services as set forth herein, the County shall:
 - Advise the participant of the need to obtain information and determine the participant's willingness to authorize release of information.
 - If the participant does not object to the release of information, the County will:
 - Complete sections I and IV of the Authorization to Obtain Confidential Information or the Authorization to Obtain Employment Information forms, and ensure that the participant completes Sections II, III and IV;
 - Retain a copy of the completed Authorization to Obtain Confidential Information, or the Authorization to Obtain Employment Information forms; and
 - Mail/provide the original completed Authorization to Obtain Confidential Information, or the Authorization to Obtain Employment Information forms to the agency/person that will provide the information.

Composite Exhibit G



DANIELLA LEVINE GAVA, Mayor

Community Action and Human Services Department
Farmworker Career Development Program
NARANJA-Community Resource Center
13955 SW 264 Street
Homestead, Florida 33032
Tel: 305-245-5865 / 305-258-5471

miamidade.gov

AFFILIATING AGREEMENT EDUCATIONAL SERVICE

This Affiliating Agreement is entered into on this 1st day of July 2023 with Miami-Dade County through its Community Action and Human Services Department Farmworker Career Development Program (CAHSD) located at 13955 SW 264 Street, Homestead, Florida 33032, and Metropolitan Trucking, Inc. DBA/Metropolitan Trucking and Technical Institute, 398 NE 79th Street Miami, Florida 33138. FIN # 65-0711739, hereinafter referred to as Training Agency.

TERMS OF AGREEMENT

The terms of this agreement shall commence on July 1, 2023 and shall terminate on June 30, 2024.

DESCRIPTION OF WHAT TRAINING AGENCY WILL PROVIDE

Training Agency will provide commercial tractor/trailer driving and related training to participants referred from Miami-Dade County, CAHSD Farmworker Career Development Program. Agency will submit monthly invoice to Farmworker Career Development Program of Miami-Dade County's Community Action and Human Services Department for services rendered during the previous month. This agreement compensates the agency at an established rate of \$2,395.00 for a 50-Hour Certified Driver's License training course per participant.

CANCELLATION

Either party may terminate this agreement by giving twenty-one (21) days written notice. The maximum amount under this agreement is \$12,000.00.

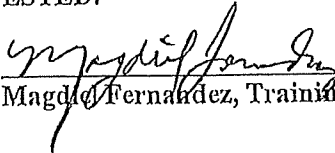
Composite Exhibit G

IN WITNESS WHEREOF, the undersigned agree to the terms and conditions specified in this two page Agreement to be executed by their respective and duly authorized officers as of the day and year first above written.

(SEAL)

Metropolitan Trucking, Inc. DBA/Metropolitan Trucking and Technical Institute

ATTESTED:

By: 
Magdiel Fernandez, Training Agency President

7/6/2023
Date

MAGDIEL FERNANDEZ
Type or Print Name

65-0711739
Agency's FIN Number

WITNESSED:

By: _____
Signature

Date

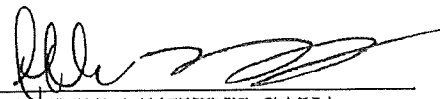
Type or Print Name

MIAMI-DADE COUNTY, FLORIDA

ATTEST:

HARVEY RUVIN, CLERK

By: _____
DEPUTY CLERK

By: 
for DANIELLA LEVINE CAVA
MIAMI-DADE COUNTY MAYOR

MORRIS COPELAND, CPM
CHIEF COMMUNITY SERVICES OFFICER
MIAMI-DADE COUNTY, FL



DANIELLA LEVINE CAVA, Mayor

**Community Action and Human Services Department
Farmworker Career Development Program
NARANJA-Community Resource Center
13955 SW 264 Street
Homestead, Florida 33032
Tel: 305-245-5865 / 305-258-5471**

miamidade.gov

**AFFILIATING AGREEMENT
EDUCATIONAL SERVICE**

This Affiliating Agreement is entered into on this 1 day of July 2023 with Miami-Dade County through its Community Action and Human Services Department Farmworker Career Development Program located at 13955 S.W. 264 Street, Homestead, Florida 33032, and Piberry Institute, Inc. 30356 Old Dixie Hwy. Homestead, Florida 33033 FIN # 27-3320157, hereinafter referred to as Training Agency.

TERMS OF AGREEMENT

The terms of this agreement shall commence on July 1, 2023 and shall terminate on June 30, 2024.

DESCRIPTION OF WHAT TRAINING AGENCY WILL PROVIDE

The Training Agency will provide medical related training to participants referred from Miami-Dade County, CAHSD Farmworker Career Development Program. Agency will submit monthly invoice to Farmworker Career Development Program of Miami-Dade County's Community Action and Human Services Department for services rendered during the previous month. This agreement compensates the agency at an established for the Training of; Home Health Aid (HHA) a rate of \$700.00 (Registration fee, tuition and book, CPR per participant served). Nursing Assistant (CNA) a rate of \$1,195.00 (Registration fee, books, Background check, Licensure fee, and Tuition). Phlebotomy and EKG a rate of \$1,200.00 (Tuition and final certification exam fee).

CANCELLATION

Either party may terminate this agreement by giving twenty-one (21) days written notice. The maximum amount under this agreement is \$25,000.

Composite Exhibit G

IN WITNESS WHEREOF, the undersigned agree to the terms and conditions specified in this two-page Agreement to be executed by their respective and duly authorized officers as of the day and year first above written.

(SEAL)

Piberry Institute Inc,

ATTESTED:

By: *Marion J. Carrberry* 8/9/2023
Training Agency Chief Executive Officer Date

MARION J CARRBERRY
Type or Print Name

27-3320157
Agency's FIN Number

WITNESSED:

By: *[Signature]* 8/9/2023
Signature Date

[Signature]
Type or Print Name

MIAMI-DADE COUNTY, FLORIDA

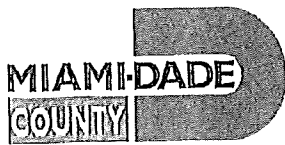
ATTEST:

HARVEY RUVIN, CLERK

By: _____
DEPUTY CLERK

By: *[Signature]*
for DANIELLA LEVINE CAVA
MIAMI-DADE COUNTY MAYOR

MORRIS COPELAND, CPM
CHIEF COMMUNITY SERVICES OFFICER
MIAMI-DADE COUNTY, FL



Community Action and Human Services Department
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NARANJA-Community Resource Center
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DANIELLA LEVINE CAVA, Mayor

miamidade.gov

**AFFILIATING AGREEMENT
EDUCATIONAL SERVICE**

This Affiliating Agreement is entered into on this 1st day of July 2023 with Miami-Dade County through its Community Action and Human Services Department Farmworker Career Development Program located at 13955 S.W. 264 Street, Homestead, Florida 33032, and Blue Angel Security School & Learning Center LLC, Located at 241 North Flagler Ave. Homestead, FL 33030. FIN # 84-3318403, hereinafter referred to as Training Agency.

TERMS OF AGREEMENT

The terms of this agreement shall commence on July 1, 2023 and shall terminate on June 30, 2024.

DESCRIPTION OF WHAT TRAINING AGENCY WILL PROVIDE

Training Agency will provide Security Guard related training to participants referred from Miami-Dade County, CAHSD Farmworker Career Development Program. Agency will submit monthly invoice to Farmworker Career Development Program of Miami-Dade County's Community Action and Human Services Department for services rendered during the previous month. This agreement compensates the agency at an established rate of \$210.00 for Class "D" Security Officer License training, and \$97.75 for Department of Agriculture Fees Required, per participant served.

CANCELLATION

Either party may terminate this agreement by giving twenty-one (21) days written notice. The maximum amount under this agreement is \$5,000.

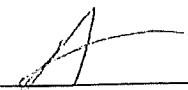
IN WITNESS WHEREOF, the undersigned agree to the terms and conditions specified in this two page Agreement to be executed by their respective and duly authorized officers as of the day and year first above written.

Composite Exhibit G

(SEAL)

BLUE ANGEL SECURITY SCHOOL & LEARNING CENTER LLC.

ATTESTED:

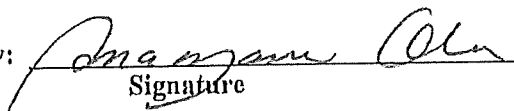
By: 
Reiner Lopez, Instructor

Date 05/16/2023

Reiner Lopez
Type or Print Name

84-3318403
Agency's FIN Number

WITNESSED:

By: 
Signature

Date 05/16/2023


ANA M. OLALDE
Type or Print Name

MIAMI-DADE COUNTY, FLORIDA

ATTEST:

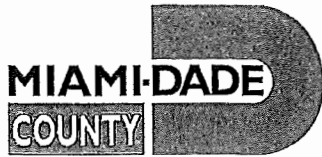
HARVEY RUVIN, CLERK

By: _____
DEPUTY CLERK

By: 
for DANIELA LEVINE CAVA
MIAMI-DADE COUNTY MAYOR

MORRIS COPELAND, CPM
CHIEF COMMUNITY SERVICES OFFICER
MIAMI-DADE COUNTY, FL

Composite Exhibit H



Community Action and Human Services Department
Farmworker Career Development Program
NARANJA-Community Resource Center
13955 SW 264 Street
Homestead, Florida 33032
Tel: 305-245-5865 / 305-258-5471

DANIELLA LEVINE CAVA, Mayor

miamidade.gov

AFFILIATING AGREEMENT EDUCATIONAL SERVICE

This Affiliating Agreement is entered into on this 1st day of July 2024 with Miami-Dade County through its Community Action and Human Services Department Farmworker Career Development Program located at 13955 S.W. 264 Street, Homestead, Florida 33032, and Xcellent Security and Training Academy Inc. Located at 6 Palm Plaza, Homestead, FL 33030. FIN # 87-1702146, hereinafter referred to as Training Agency.

TERMS OF AGREEMENT

The terms of this agreement shall commence on July 1, 2024 and shall terminate on June 30, 2025.

DESCRIPTION OF WHAT TRAINING AGENCY WILL PROVIDE

Training Agency will provide Security Guard related training to participants referred from Miami-Dade County, CAHSD Farmworker Career Development Program. Agency will submit monthly invoice to Farmworker Career Development Program of Miami-Dade County's Community Action and Human Services Department for services rendered during the previous month. This agreement compensates the agency at an established rate of \$220.00 for Class "D" Security Officer License training, and \$97.75 for Department of Agriculture Fees Required, per participant served.

CANCELLATION

Either party may terminate this agreement by giving twenty-one (21) days written notice. The maximum amount under this agreement is \$5,000.

IN WITNESS WHEREOF, the undersigned agree to the terms and conditions specified in this two page Agreement to be executed by their respective and duly authorized officers as of the day and year first above written. MDC072

Composite Exhibit H

(SEAL)

XCELLENT SECURITY AND TRAINING ACADEMY INC.

ATTESTED:


By: 
MAX A. ANTOINE, CEO

03/12/24
Date

ANTOINE, MAX
Type or Print Name

87-1702146
Agency's FIN Number

WITNESSED:

By: 
Signature

03/12/24
Date

Ada Alvarez
Type or Print Name

MIAMI-DADE COUNTY, FLORIDA

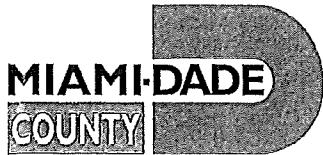
ATTEST:

JUAN FERNANDEZ-BARQUIN, CLERK

By: _____
CLERK

By: _____
DANIELLA LEVINE CAVA
MIAMI-DADE COUNTY MAYOR

Composite Exhibit H



Community Action and Human Services Department
Farmworker Career Development Program
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DANIELLA LEVINE CAVA, Mayor

miamidade.gov

AFFILIATING AGREEMENT EDUCATIONAL SERVICE

This Affiliating Agreement is entered into on this 1st day of July 2024 with Miami-Dade County through its Community Action and Human Services Department Farmworker Career Development Program located at 13955 S.W. 264 Street, Homestead, Florida 33032, and Blue Angel Security School & Learning Center LLC. Located at 241 North Flagler Ave. Homestead, FL 33030. FIN # 84-3318403, hereinafter referred to as Training Agency.

TERMS OF AGREEMENT

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CANCELLATION

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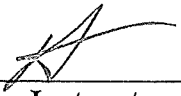
IN WITNESS WHEREOF, the undersigned agree to the terms and conditions specified in this two page Agreement to be executed by their respective and duly authorized officers as of the day and year first above written. MDC074

Composite Exhibit H

(SEAL)

BLUE ANGEL SECURITY SCHOOL & LEARNING CENTER LLC.

ATTESTED:

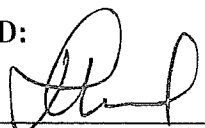
By: 
Reiner Lopez, Instructor

Date 3/14/2024

Reiner Lopez
Type or Print Name

84-3318403
Agency's FIN Number

WITNESSED:

By: 
Signature

3-14-2024
Date

Rachael Marc
Type or Print Name

MIAMI-DADE COUNTY, FLORIDA

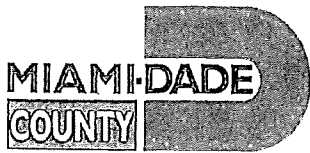
ATTEST:

JUAN FERNANDEZ-BARQUIN, CLERK

By: _____
CLERK

By: _____
DANIELLA LEVINE CAVA
MIAMI-DADE COUNTY MAYOR

Composite Exhibit H



DANIELLA LEVINE CAVA, Mayor

Community Action and Human Services Department
Farmworker Career Development Program
NARANJA-Community Resource Center
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miamidade.gov

AFFILIATING AGREEMENT EDUCATIONAL SERVICE

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TERMS OF AGREEMENT

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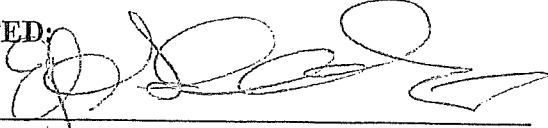
Composite Exhibit H

IN WITNESS WHEREOF, the undersigned agree to the terms and conditions specified in this two-page Agreement to be executed by their respective and duly authorized officers as of the day and year first above written.

(SEAL)

Metropolitan Trucking, Inc. DBA/Metropolitan Trucking and Technical Institute

ATTESTED:

By: 
Elizabeth Cordero, Assistant to Magdiel Fernandez,
Training Agency President

4/12/2024
Date

ELIZABETH CORDERO
Type or Print Name

65-0711739
Agency's FIN Number

WITNESSED:

By: _____
Signature

Date

Type or Print Name

MIAMI-DADE COUNTY, FLORIDA

ATTEST:

JUAN FERNANDEZ-BARQUIN, CLERK

By: _____
CLERK

By: _____
DANIELLA LEVINE CAVA
MIAMI-DADE COUNTY MAYOR

Composite Exhibit H



DANIELLA LEVINE CAVA, Mayor

Community Action and Human Services Department
Farmworker Career Development Program
NARANJA-Community Resource Center
13955 SW 264 Street
Homestead, Florida 33032
Tel: 305-245-5865 / 305-258-5471

miamidade.gov

AFFILIATING AGREEMENT EDUCATIONAL SERVICE

This Affiliating Agreement is entered into on this 1 day of July 2024 with Miami-Dade County through its Community Action and Human Services Department Farmworker Career Development Program located at 13955 S.W. 264 Street, Homestead, Florida 33032, and Piberry Institute, Inc. 30356 Old Dixie Hwy. Homestead, Florida 33033 FIN # 27-3320157, hereinafter referred to as Training Agency.

TERMS OF AGREEMENT

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DESCRIPTION OF WHAT TRAINING AGENCY WILL PROVIDE

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CANCELLATION

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Composite Exhibit H

IN WITNESS WHEREOF, the undersigned agree to the terms and conditions specified in this two page Agreement to be executed by their respective and duly authorized officers as of the day and year first above written.

(SEAL)

Piberry Institute Inc,

ATTESTED

By: Marion Carberry 3/11/2024
Training Agency President Date

Marion Carberry
Type or Print Name

27-3320157
Agency's FIN Number

WITNESSED:

By: B. Lopez
Signature

3/11/24
Date

Bertha Lopez
Type or Print Name

MIAMI-DADE COUNTY, FLORIDA

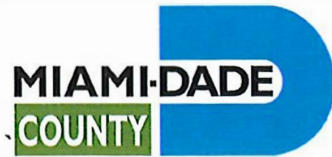
ATTEST:

JUAN FERNANDEZ-BARQUIN, CLERK

By: _____
CLERK

By: _____
DANIELLA LEVINE CAVA
MIAMI-DADE COUNTY MAYOR

Composite Exhibit I



Community Action and Human Services Department
Farmworker Career Development Program
NARANJA-Community Resource Center
13955 SW 264 Street
Homestead, Florida 33032
Tel: 305-245-5865 / 305-258-5471

DANIELLA LEVINE CAVA, Mayor

miamidade.gov

AFFILIATING AGREEMENT EDUCATIONAL SERVICE

This Affiliating Agreement is entered into on this 1st day of July 2025, with Miami-Dade County through its Community Action and Human Services Department Farmworker Career Development Program (CAHSD) located at 13955 SW 264 Street, Homestead, Florida 33032, and Soler & Soler CDL School, Corp. 18645 SW 103rd Court, Cutler Bay, FL 33157. FIN # 83-3740681, hereinafter referred to as Training Agency.

TERMS OF AGREEMENT

The terms of this agreement shall commence on July 1, 2025 and shall terminate on June 30, 2026.

DESCRIPTION OF WHAT TRAINING AGENCY WILL PROVIDE

Training Agency will provide commercial tractor/trailer driving and related training to participants referred from Miami-Dade County, CAHSD Farmworker Career Development Program. Agency will submit monthly invoice to Farmworker Career Development Program of Miami-Dade County's Community Action and Human Services Department for services rendered during the previous month. This agreement compensates the agency at an established rate of \$3,800.00 for a Class-A Automatic Transmission Course training course per participant. This agreement compensates the agency at an established rate of \$2,600.00 for a Class-B with Passenger and School Bus (auto) Transmission per participant. If require \$75.00 physical Exam for CDL.

CANCELLATION

Either party may terminate this agreement by giving twenty-one (21) days written notice. The maximum amount under this agreement is \$15,000.00.

Composite Exhibit I

IN WITNESS WHEREOF, the undersigned agree to the terms and conditions specified in this two page Agreement to be executed by their respective and duly authorized officers as of the day and year first above written.

(SEAL)

Soler & Soler CDL School, Corp

ATTESTED:

By: _____

Elishel Soler, Training Agency President

5/01/2025
Date

Elishel Soler Nogoin
Type or Print Name

83-3740681
Agency's FIN Number

WITNESSED:

By: _____

Signature

5/07/2025
Date

Ana M. Olalde
Type or Print Name

MIAMI-DADE COUNTY, FLORIDA

ATTEST:

JUAN FERNANDEZ-BARQUIN, CLERK
of the Court and Comptroller

By: Eva Osorio 6/27/2025
Deputy CLERK

Eva Osorio - e405757



CATHY BURGOS, LCSW
CHIEF COMMUNITY SERVICES OFFICER
MIAMI-DADE COUNTY, FL

By: _____

for DANIELLA LEVINE CAVA
MIAMI-DADE COUNTY MAYOR



DANIELLA LEVINE CAVA, Mayor

Community Action and Human Services Department
Farmworker Career Development Program
NARANJA-Community Resource Center
13955 SW 264 Street
Homestead, Florida 33032
Tel: 305-245-5865 / 305-258-5471

miamidade.gov

**AFFILIATING AGREEMENT
EDUCATIONAL SERVICE**

This Affiliating Agreement is entered into on this 1st day of July 2025 with Miami-Dade County through its Community Action and Human Services Department Farmworker Career Development Program located at 13955 S.W. 264 Street, Homestead, Florida 33032, and Blue Angel Security School & Learning Center LLC. Located at 241 North Flagler Ave. Homestead, FL 33030. FIN # 84-3318403, hereinafter referred to as Training Agency.

TERMS OF AGREEMENT

The terms of this agreement shall commence on July 1, 2025 and shall terminate on June 30, 2026.

DESCRIPTION OF WHAT TRAINING AGENCY WILL PROVIDE

Training Agency will provide Security Guard related training to participants referred from Miami-Dade County, CAHSD Farmworker Career Development Program. Agency will submit monthly invoice to Farmworker Career Development Program of Miami-Dade County's Community Action and Human Services Department for services rendered during the previous month. This agreement compensates the agency at an established rate of \$210.00 for Class "D" Security Officer License training with a \$97.75 for Department of Agriculture Fees Required, per participant served. This agreement compensates the agency at an established rate of \$250.00 for Class "G" Fire Arm License training with a \$164.75 for Department of Agriculture Fees Required, per participant served. Provides CPR training for \$70.00, per participant served.

CANCELLATION

Either party may terminate this agreement by giving twenty-one (21) days written notice. The maximum amount under this agreement is \$5,000.

Composite Exhibit I

(SEAL)

BLUE ANGEL SECURITY SCHOOL & LEARNING CENTER LLC.

ATTESTED:

By: *[Signature]*
Reinier Lopez, Instructor

Date 06/06/2025

Reinier Lopez
Type or Print Name

84-3318403
Agency's FIN Number

WITNESSED:

By: *[Signature]*
Signature

06/06/2025
Date

Ana m. Olalde
Type or Print Name

MIAMI-DADE COUNTY, FLORIDA

ATTEST:
JUAN FERNANDEZ-BARQUIN, CLERK
OF THE COURT AND CONTROLLER

CATHY BURGOS, LCSW
CHIEF COMMUNITY SERVICES OFFICER
MIAMI-DADE COUNTY, FL

By: *[Signature]* 7/1/2025
DEPUTY CLERK
Eva Osorio - e405757

By: *[Signature]*
for DANIELLA LEVINE CAVA
MIAMI-DADE COUNTY MAYOR



Composite Exhibit I



DANIELLA LEVINE CAVA, Mayor

Community Action and Human Services Department
Farmworker Career Development Program
NARANJA-Community Resource Center
13955 SW 264 Street
Homestead, Florida 33032
Tel: 305-245-5865 / 305-258-5471

miamidade.gov

AFFILIATING AGREEMENT EDUCATIONAL SERVICE

This Affiliating Agreement is entered into on this 1st day of July 2025 with Miami-Dade County through its Community Action and Human Services Department Farmworker Career Development Program (CAHSD) located at 13955 SW 264 Street, Homestead, Florida 33032, and Metropolitan Trucking, Inc. DBA/Metropolitan Trucking and Technical Institute, 398 NE 79th Street Miami, Florida 33138. FIN # 65-0711739, hereinafter referred to as Training Agency.

TERMS OF AGREEMENT

The terms of this agreement shall commence on July 1, 2025 and shall terminate on June 30, 2026.

DESCRIPTION OF WHAT TRAINING AGENCY WILL PROVIDE

Training Agency will provide commercial tractor/trailer driving and related training to participants referred from Miami-Dade County, CAHSD Farmworker Career Development Program. Agency will submit monthly invoice to Farmworker Career Development Program of Miami-Dade County's Community Action and Human Services Department for services rendered during the previous month. This agreement compensates the agency at an established rate of \$2,395.00 for a 50-Hour Certified Driver's License training course per participant.

CANCELLATION

Either party may terminate this agreement by giving twenty-one (21) days written notice. The maximum amount under this agreement is \$12,000.00.

Composite Exhibit I

IN WITNESS WHEREOF, the undersigned agree to the terms and conditions specified in this two page Agreement to be executed by their respective and duly authorized officers as of the day and year first above written.

(SEAL)

Metropolitan Trucking, Inc. DBA/Metropolitan Trucking and Technical Institute

ATTESTED:

By: *Magdiel Fernandez*
Magdiel Fernandez, Training Agency President

5/5/2025
Date

Magdiel Fernandez
Type or Print Name

65-0711739
Agency's FIN Number

WITNESSED:

By: *Ana M. Olalde*
Signature

5/5/2025
Date

Ana M. Olalde
Type or Print Name

MIAMI-DADE COUNTY, FLORIDA

ATTEST:

JUAN FERNANDEZ-BARQUIN, CLERK
of the Court and Comptroller

By: *Eva Osorio* 6/27/2025
DEPUTY CLERK

Eva Osorio - e405757



CATHY BURGOS, LCSW
CHIEF COMMUNITY SERVICES OFFICER
MIAMI-DADE COUNTY, FL

By: *Daniella Levine Cava*
for DANIELLA LEVINE CAVA
MIAMI-DADE COUNTY MAYOR