

PROPOSED TERM SHEET

I. PROGRAM INFORMATION

1. The secretaries of the United States' Departments of Labor, Health and Human Services, and Housing and Urban Development encourage state and local governments to develop summer jobs programs for needy and at-risk youth that provide employment, educational experiences, and essential skills by accessing all available resources in the community, including those resources made available through grant funds from these three departments.
2. CareerSource operates a County-wide Summer Youth Employment Program ("SYEP") which provides youth with life skills and job skills training, followed by a summer work experience.
3. CareerSource represents that over 4,000 at-risk youth apply each year to CareerSource for a summer job, and there are less than 1,000 available slots.
4. The County receives U.S. Department of Health & Human Services Community Services Block Grant ("CSBG") funding passed through the State of Florida, Department of Economic Opportunity, and desires to allocate One Hundred Thousand Dollars (\$100,000) in CSBG funds for thirty-five (35) eligible Broward County youth to participate in the SYEP.
5. The Parties desire to enter into this Agreement to provide the County's funding to support CareerSource's SYEP under the stated terms and conditions.

II. SCOPE OF SERVICES AND PAYMENT TERMS

1. CareerSource shall ensure that thirty-five (35) youth who are Broward County residents 16 to 18 years of age and who meet the eligibility requirements of the CSBG are admitted into the SYEP. CareerSource shall provide the SYEP youth participants with necessary assistance to allow the participants to successfully complete the SYEP.
2. CareerSource shall determine each youth's eligibility for participation in the SYEP. Eligibility of youth to participate in the SYEP shall be determined in two (2) steps:
 - a. CareerSource shall make a preliminary determination of eligibility according to the guidelines established by CareerSource for the

SYEP; and

- b. CareerSource shall refer the prospective youth and their families to the Community Action Agency ("CAA") at County's Family Success Administration Division to determine the families' and youth's eligibility under the CSBG. The County's CAA will attempt to expedite the determination and notify CareerSource in writing of the results.

Youth served must be determined to be eligible under both steps referenced above in order for CareerSource to invoice County for expenses for each youth served.

3. CareerSource's obligation to the SYEP participating youth includes, but is not limited to, the following:
 - a. Eighteen (18) hours of employability skills training, including training materials and lunch on each of the three (3) days immediately prior to assignment of the youth to a worksite.
 - b. Supervisory training for those individuals of the organization selected by the organization to supervise the youth assigned to a worksite in that organization.
 - c. Placement of the youth with a not-for-profit organization, public or governmental entity in Broward County, where the youth will receive a paid work experience. The work experience shall be for eight (8) weeks, thirty (30) hours a week, at a wage of \$8.25 per hour excluding lunch, beginning on June 18, 2018, and ending on August 10, 2018, unless the employment date is subsequently changed for any of the youth by prior written approval of CareerSource's President and County Contract Administrator. CareerSource shall assign monitors (e.g., case managers) to visit the youth at the worksites, check on the progress of the youth, and collect timesheets used by CareerSource to determine the amount of each youth's paycheck.
4. CareerSource shall serve as the employer of record for the youth and shall provide the youth with Workers' Compensation insurance in accordance with Florida law.
5. CareerSource shall hire staff necessary to operate the SYEP.
6. CareerSource shall be responsible for paying the youth for the work experience.

7. CareerSource may invoice County as follows:

- a. Actual expenses incurred:
 - i. Youth Employment.....not-to-exceed \$69,300
\$8.25 per hour for 30 hours per week for 8 weeks for 35 youth.
 - ii. Monitor Employmentnot-to-exceed \$4,590
\$17.00 per hour for 30 hours per week for 9 weeks for 1 monitor.
 - iii. Other Direct Costs.....not-to-exceed \$16,200
Other allowable direct costs consist of Federal Insurance Contributions Act (FICA) tax, workers compensation insurance, mileage & travel, employability skills training, postage, manuals, supplies & printing, telephone, food, bus passes, uniforms & clothing, background screenings & drug tests, equipment rental.
- b. Indirect administrative costsnot-to-exceed \$9,910
Invoiced at 11% of actual expenses incurred under 7.a. above.