



**SUB-AWARD AGREEMENT NO: WIOA YN 1718-017  
CONTRACT MODIFICATION NO. 03**

**CONTRACT BETWEEN  
CENTRAL FLORIDA REGIONAL WORKFORCE DEVELOPMENT BOARD, INC. – REGION 12  
d/b/a CareerSource Central Florida  
And  
CENTER FOR INDEPENDENT LIVING IN CENTRAL FLORIDA, INC.**

**EFFECTIVE DATE OF CONTRACT:** April 1, 2017 – June 30, 2021

**DESCRIPTION OF CHANGE:** The purpose of Modification No. 03 to Sub-Award Agreement WIOA YN 1718-017 between CareerSource Central Florida and Center for Independent Living in Central Florida, Inc. is to complete the following:

- Extend contract term end from September 30, 2020 through June 30, 2021, due to prolonged Youth Navigator services needed, as a result of the 2020 COVID-19 Pandemic.
- Amend contract value and incorporate budget for the period of October 1, 2020 through June 30, 2021.
- Include other administrative changes to various clauses outlined below.
- Incorporate revised scope of work listed in **EXHIBIT D – PERFORMANCE OBJECTIVES AND DELIVERABLES**, effective October 1, 2020.

**OTHER CHANGES AS A RESULT OF THIS MODIFICATION:**

- Under sub bullet entitled, **Sub-Award Period of Performance: Start/End dates**, change contract end date from September 30, 2020 to June 30, 2021.
- 2<sup>nd</sup> Paragraph – Replace clause with the following:

CSCF agrees to pay Sub-recipient for services according to the Agreement of Payment, an amount not-to-exceed one hundred forty-eight thousand nine hundred forty-nine dollars (\$148,949.00), which includes an increase of thirty-four thousand three hundred seventy-three dollars (\$34,373.00) and is subject to the availability of funds. Payments will be made through Federal funds from grants with CFDA number 17.259. Sub-recipient acknowledges that the cost data submitted to CSCF in support of this sub-award is accurate, complete, and current as of the date of execution of this contract.

- 3<sup>rd</sup> Paragraph – Change contract end date from September 30, 2020 to June 30, 2021.
- Within **ATTACHMENT A – GENERAL PROVISIONS**, under Section O, substitute name and contact information of CareerSource Central Florida's Custodian of Public Records with the following:

Jamaal R. Dickens, Senior Manager of Project Development & Contracts  
(407) 531-1222, Ext. 2007  
[JDickens@careersourcecf.com](mailto:JDickens@careersourcecf.com)  
390 N. Orange Avenue, Orlando, FL 32801

- Within **ATTACHMENT B – STATEMENT OF WORK**, under the subsection entitled, **Timeline**, change the end date from September 30, 2020 to June 30, 2021.

- Within **ATTACHMENT C – BUDGET**, add an additional table, which incorporates the following budget for the period of October 1, 2020 to June 30, 2021.

Line Item	Budget
Program Staff Salaries	\$ 26,467
TIU, Health Care & Fringe (30%)	\$ 5,156
General Overhead/ Indirect (8%)	\$ 2,750
<b>TOTAL COSTS</b>	<b>\$ 34,373</b>

- Incorporate the attached, revised **EXHIBIT D – PERFORMANCE OBJECTIVES AND DELIVERABLES**, effective October 1, 2020.

No other changes are authorized by this modification.

IN WITNESS WHEREOF, the parties, intending to be legally bound, have caused their proper and duly authorized officers to execute and deliver this modified agreement.

CENTER FOR INDEPENDENT LIVING IN CENTRAL FLORIDA

BY:

Signature

Elizabeth Howe, Executive Director

DATE:

9/13/2020

WITNESSED BY:

*[Signature]*

CAREERSOURCE CENTRAL FLORIDA

BY:

Signature

Pamela Nabors, President and CEO

DATE:

10/16/2020

WITNESSED BY:

*[Signature]*  
Leo Alvarez, CFO

Note: Regardless of the date this modification is signed, it shall be effective October 1, 2020.

EXHIBIT D

**PERFORMANCE OBJECTIVES AND DELIVERABLES (effective October 1, 2020, per Modification #04)**

**Center for Independent Living in Central Florida**

October 1, 2020 to June 30, 2021

**Deliverables & Benchmarks**

Based on the needs of its targeted demographic, the Youth Navigator should meet or exceed the following deliverables as part of the terms of this agreement. CareerSource Central Florida's program staff will monitor monthly progress toward the following:

**1. Enrollment**

- Recruit, refer, and confirm 25 new young adults to CSCF for enrollment in the youth program.

**2. Engagement**

- Consult and actively provide case management of 50 youth participants.
- Youth Navigator will provide services and support, of outside the services delivered by CSCF's consultants, to targeted demographic for youth who are:
  - Currently enrolled;
  - Newly recruited by the Youth Navigator; or,
  - Referred to the program by a CSCF consultant
- The Youth Navigator's case load will represent the number of youth referred and enrolled by the Navigator, and the number of youth referred to the Navigator by CSCF consultants.

**3. Achieving Outcomes**

- A minimum of 20 outcomes must be achieved by June 30, 2021. Outcomes can consist of helping youth achieve any combination of the following:
  - Completing a training supported by an Individual Training Account
  - Passing their GED test
  - Completing a Work Experience Internship
  - Obtaining employment
  - Entering a post-secondary educational institution
  - Entering the military
  - Enrolling in a recognized apprenticeship program

**NOTE: If a Navigator achieves 10 positive outcomes before June 30, 2021, the outcome measure will be satisfied, regardless of the total number of outcomes recorded.**

**4. Expanding Worksite Options**

- Refer a minimum of eight (8) businesses to CSCF that are interested in becoming host worksites for work experience internships.

**5. Continued Youth Support**

- Contact each enrolled youth, who is a part of the navigator's case load, for a minimum of once a month, and complete form to document the participant's progress, needs, challenges, and opportunities.

**6. Youth Development Presentations**

- Provide a minimum of four (4) presentations that directly relate to the Youth Navigator's target demographic.
- Presentations should focus on overcoming challenges, growth opportunities, services available, and/or employment preparation.

**7. Building a Pipeline**

- Refer 40 high school students to CareerSource Central Florida's 2021 Summer Youth Program.

**8. Monthly Reporting**

- Submit a monthly Partnership Progress Report by the 10th of each month, covering the preceding month.

**Performance:**

In the event program performance falls below expectation, CareerSource Central Florida's Chief Operating Officer, Director of Operations, or Youth Services Director will meet with the Youth Navigator's leadership team to determine a corrective action plan. This plan will be monitored through an agreed-upon process and/or performance milestones.

In the event a corrective action plan does not yield an improvement in program performance, CareerSource Central Florida may exercise its option to modify or terminate this agreement.

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