



**SUBRECIPIENT AGREEMENT NO: CAREERSOURCE CENTRAL FLORIDA SUB-AWARD TO IBUILD CENTRAL FLORIDA, INC. FOR 2022-23 JUSTICE-INVOLVED ADULTS TRAINING SERVICES  
CONTRACT MODIFICATION NO. 1**

**CONTRACT BETWEEN  
CENTRAL FLORIDA REGIONAL WORKFORCE DEVELOPMENT BOARD, INC. – REGION 12  
d/b/a CareerSource Central Florida  
and  
iBuild Central Florida, Inc.**

**EFFECTIVE DATE OF CONTRACT:** 5/1/2022-9/30/2023

**DESCRIPTION OF CHANGES:**

- The contract end date has been extended to 6/30/2024
- The contract modification term is 8/1/2023-6/30/2024
- Attachment B: STATEMENT OF WORK (SOW) – Please see the updated SOW
- Staffing Update: Please see the updated staffing needs for PY24
- Attachment C: BUDGET – Please see the updated PY24 Budget
- Attachment D: PERFORMANCE OBJECTIVES AND DELIVERABLES – Please see the updated Attachment D

**ATTACHMENT B: STATEMENT OF WORK**

**Focused on the Justice Involved Program with training both in a facility and post release.**

- Upon completing the first cohort at Seminole Jail, iBuild staff encountered unexpected difficulties related to the mobility of students upon release. Due to the majority of the first cohort informing staff that they were moving out of the Central Florida area, staff determined the need to increase the construction curriculum covered during Phase I.
  - The following curriculum originally intended for Phase II was modified to be taught in Phase I. This adjustment helps increase employability upon release and availability for employment.

|                                   |                              |                      |
|-----------------------------------|------------------------------|----------------------|
| Construction Math                 | Hand tools                   | Construction Drawing |
| Basic Rigging                     | Communication Skills         | Employability Skills |
| Introduction to Material Handling | Two NCCER<br>Certifications  | OSHA 10              |
| CPR/First Aid                     | Temporary Traffic<br>Control |                      |

- iBuild staff have implemented a plan to follow-up with students as they complete Phase I and are released from incarceration. The Seminole Jail Education Director notifies staff on a weekly basis when students have reached their EOS (End of Stay). Staff initiate contact with the students based on the contact information given upon program enrollment. If unsuccessful, staff will also contact emergency contacts (given at enrollment) for assistance. Staff contact released students on a weekly basis to assist with employability skills and job placement.
- iBuild has instituted a scholarship to assist with removing employment barriers. Students who are seeking employment may request up to a \$300 scholarship to purchase items such as tools, work

clothing, and bus passes. iBuild has found that this scholarship improves the connection with students who are seriously seeking employment.

#### PY23-24 Updates:

- Phase I will remain as the revised version with all the planned certifications and curriculum included.
  - Phase I cohorts will end by 12/31/2023. The planned cohort dates are as follows at Seminole County Sheriff instructional site:
  - Monday - Friday, 9:00am to 3:00pm
    - i. Cohort 8 – 6/5/2023 – 7/7/2023
    - ii. Cohort 9 – 7/10/2023 – 8/11/2023
    - iii. Cohort 10 – 8/14/2023 – 9/22/2023
    - iv. Cohort 11 – 9/25/2023 – 11/3/2023
- Phase II will be implemented with Forklift class and certification. Additionally, transportation support will be offered to participants needing assistance.
  - Phase II will be offered two weeks after a class reaches at least five participants.
  - Phase II will be completed by 5/30/2024.
  - In PY23-24, 75% of completers from Phase I will enter Phase II.
  - For completers from PY22-23, participants will be contacted to be informed of the new offering of Forklift Training.
  - Goal is at least 15 participants from PY22-23 complete.
  - Overall goal is 60 participants with 45 completers of Forklift Training.
  - **Performance Indicator: 75% of participants expected to complete Forklift Training.**
- Employment services will be provided to completers of Phase I and Phase II. Emails will follow-up phone calls to employers to allow for a variety of employment opportunities with a variety of employers.
  - Record of employment opportunities to varying employers will be shared in the monthly reports to CSCF.
- iBuild will attempt contacts and use various ways to contact (via phone, email, text) on a weekly cadence with participants that have completed and released.
  - Record of contact and logs of attempts will be shared in the monthly report to CSCF.
- Staffing Update

| Title                             | Location                | End Date   | Based On Schedule | Estimated Budget |
|-----------------------------------|-------------------------|------------|-------------------|------------------|
| Program Coordinator -Full-time    | Seminole Jail & Phase 2 | 6/30/2024  | 1 FTE             | 90K              |
| Program Coordinator- Full-time    | Bridges                 | 9/30/2023  | 0.25 FTE          | 22.5K            |
| Placement Coordinator - part-time | Working with all sites  | 6/30/2024  | 0.5 FTE           | 45K              |
| Instructor- Full-time             | Seminole Jail           | 12/31/2023 | 0.5 FTE           | 45K              |
| Instructor - part-time            | Bridges                 | 10/30/2023 | 0.3 FTE           | 30K              |
| Total                             |                         |            | 2.55 FTE          | 232.5K           |



## ATTACHMENT C: BUDGET

- PY24 Budget**


| Category   | Original Budget        | Remaining as of 6/30/2023 | PY24 Budget          | Funds to be Reallocated |
|--|------------------------|---------------------------|----------------------|-------------------------|
| Program Coordinator - 1.5FTE - 135K, Full-tie Instructor - Phase 1 - 1.5FTE - \$135K, Case Manager - 1.5FTE - \$135K, Job Coach - 1.5FTE - \$135K, Evening Instructors - Phase 2 (2500 hrs. @ \$50 per hour) | \$ 665,000.00          | \$ 244,791.43             | \$ 232,500.00        | \$ 12,291.43            |
| Professional/Technical Services Contract (OSHA10/MOT/CPR/First Aid to 13 Cohorts @ \$2,500 each)   | \$ 32,500.00           | \$ 10,000.00              | \$ 45,000.00         | \$ (35,000.00)          |
| Supplies   | \$ 25,925.00           | \$ (129.93)               | \$ 9,600.00          | \$ (9,729.93)           |
| Technology - 8 Staff (\$1,000 each) & 45 Students (\$800 each) & 3 Computer charging carts (\$1,500 each)  | \$ 48,500.00           | \$ 48,500.00              | \$ -                 | \$ 48,500.00            |
| NCCER Books - Classroom sets for each cohort - (\$85x45)   | \$ 3,825.00            | \$ 50.95                  | \$ -                 | \$ 50.95                |
| Industry Certification Exams - NCCER Certification Exams for 15 students X 13 Cohorts X \$24 per student subscription  | \$ 4,680.00            | \$ 2,383.10               | \$ 1,500.00          | \$ 883.10               |
| Instructor Training - Instructors will be trained in NCCER Core Curriculum & Emotional intelligence  | \$ 13,000.00           | \$ 8,127.00               | \$ -                 | \$ 8,127.00             |
| Technical Software - Learning Management System (2 year contract)  | \$ 25,000.00           | \$ 25,000.00              | \$ -                 | \$ 25,000.00            |
| Online Curriculum Content  | \$ 40,000.00           | \$ 40,000.00              | \$ -                 | \$ 40,000.00            |
| Classroom Lease - Seminole County Location   | \$ 30,000.00           | \$ 30,000.00              | \$ -                 | \$ 30,000.00            |
| Indirect Costs   | \$ 50,000.00           | \$ 24,265.86              | \$ 18,302.00         | \$ 5,963.86             |
| Professional Services - Two Single Audits @ \$15,000 each  | \$ 30,000.00           | \$ 25,000.00              | \$ 13,000.00         | \$ 12,000.00            |
| Fidelity Bond - \$200 per year   | \$ 400.00              | \$ 30.00                  | \$ 185.00            | \$ (155.00)             |
| Non-Owner Insurance - \$300 per year   | \$ 600.00              | \$ 600.00                 | \$ -                 | \$ 600.00               |
| Business Travel  | \$ 23,500.00           | \$ 21,063.80              | \$ 2,500.00          | \$ 18,563.80            |
| Directors and Officers Insurance   | \$ 12,000.00           | \$ 8,404.00               | \$ -                 | \$ 8,404.00             |
| <b>TOTAL</b>   | <b>\$ 1,004,930.00</b> | <b>\$ 488,086.21</b>      | <b>\$ 322,587.00</b> | <b>\$ 165,499.21</b>    |

## ATTACHMENT D: PERFORMANCE OBJECTIVES AND DELIVERABLES


| Objective   | Deliverable  |
|---|--|
| Seminole County Jail and Bridges of America cohorts trained in phase I to gain employment post release. | <ul style="list-style-type: none"> <li>Seminole County Jail - Facilitate (4) six-week cohorts with 8 to 12 participants in each cohort. Expected enrollment is 32-48 participants.</li> <li>Bridges of America – Facilitate cohort number 2 with 15 participants (currently being facilitated).</li> <li>Cohorts for Seminole County and Bridges of America must be completed by 12/31/2023 with completion rate of 80% which includes Contraction Math, Hand Tools, Construction Drawing, Basic Rigging, Communication Skills, Employability Skills, CPR/First Aid, and Temporary Traffic Control.</li> <li>Confirm completion and share industry certification with CSCF.</li> </ul> |
| Provide updates on participants and project successes and opportunities.                                | <ul style="list-style-type: none"> <li>Meet regularly (at least monthly) with CSCF to determine opportunities and successes.</li> <li>Submit monthly report with invoice</li> </ul>  |
| Implement and manage Forklift certification class for Phase II with previous completers.                | <ul style="list-style-type: none"> <li>Recruit and arrange forklift certification for 60 participants including completers from FY2223 with a 75% completion rate to increase employability opportunities.</li> </ul>  |
| Create employment connections for participants to jobs with at goal of a \$15 an hour salary.           | <ul style="list-style-type: none"> <li>Connect 60 participants to employment through regular weekly attempted contacts, reaching out to at least three employers per participant, and capturing gainful employment (including salary, location, and hours).</li> </ul>   |

No other changes are authorized by this modification.

**IBUILD CENTRAL FLORIDA, INC.**

BY:   
Signature  
Debbie Rodriguez, President

**CAREERSOURCE CENTRAL FLORIDA**

BY:   
Signature  
Pamela Nabors, President and CEO

08/21/2023

**Note: This modification is effective August 1, 2023.**