

AMENDMENT #001

THIS AMENDMENT, entered into between the State of Florida, Department of Children and Families, hereinafter referred to as the "department" and the School District of Palm Beach County, hereinafter referred to as the "provider," amends **Contract LK602**.

1. Page 5, Standard Contract, Section II.A. is hereby amended to read:

A. Contract Amount

To pay for contracted services according to the terms and conditions of this contract in an amount not to exceed **\$1,210,000.00**, subject to the availability of funds. The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature. Any costs or services paid for under any other contract or from any other source are not eligible for payment under this contract.

2. Page 7, Standard Contract, Section III.E.3., is hereby amended to read:

3. The name, address, and telephone number of the contract manager for the department for this contract is:

Michele Casabianca
Office of Refugee Services
1317 Winewood Boulevard, Building 1, Room 301
Tallahassee, FL 32399-0700
(850) 922-2488

3. Page 9, Attachment I, Sections A.1.c.6) and 7) are hereby added to read:

6) Adult General Education (AGE) - A comprehensive program of adult basic education, adult secondary education, general educational development (GED) test instruction, and vocational preparatory instruction, specifically:

- Adult Basic Education (ABE) courses,
- Adult ESOL Academic Skills (ESOLAS) courses,
- English for Speakers of Other Languages (ESOL) courses,
- General Education Development (GED) Preparation courses,
- Vocational English for Speakers of Other Languages (VESOL) courses,
- Vocational-Preparatory Instruction (VPI) courses outside a vocational school, or
- Workplace Readiness Skills (WRS) courses.

7) Post-secondary Adult Vocational Program (PSAV) - (Certificate Career Education) Job preparatory programs, including Continuing Workforce Education, through which a student may receive a vocational certificate upon completion of instruction.

4. Page 10, Attachment I, Section B.1.a.5) is hereby amended to read:

5) Employment Status Determination. The provider shall, upon each English language instructional course enrollment, record the employment status of the client. If unemployed, or not registered with an ORS funded employment provider, the provider shall refer the client to an ORS funded employment provider. The client may then enroll in an English language instructional course following indication that the client is employed or registered with an ORS funded employment provider. If the

client is unemployed due to extenuating circumstances, a request for an exemption to the employment status requirements can be made, in writing, to the contract manager for approval on a case by case basis. If the client is unemployed or not registered or does not have an approved exemption, the provider shall not enroll that client into an English language instructional course/program.

5. Page 14, Attachment I, Sections B.4.a.1) and 2) are hereby amended to read:

- 1) Service units are Adult General Education (AGE) attendance hours and Post-Secondary Adult Vocational (PSAV) attendance hours. During this contract, the provider shall perform a minimum of 128,431 AGE attendance hours and a minimum of 4,000 PSAV attendance hours.
- 2) During the contract period, the provider shall enroll 650 clients in various adult education programs as defined under the terms of this contract, of which 168 clients shall enroll in Post Secondary Adult Vocational (PSAV) courses.

6. Page 21, Attachment I, Sections C.1., 2. and 3. are hereby amended to read:

1. This is a Fixed Rate/Cost Reimbursement Contract. The department will pay the provider for the delivery of service units provided in accordance with the terms of this contract, and the department will reimburse the provider for allowable expenditures set out in Attachment II, other than the service units defined herein, which are incurred pursuant to the terms of the contract, for a total dollar amount not to exceed **\$1,210,000.00** subject to the availability of funds.

2. Fixed Rate.

- a. The department agrees to pay for the service units at the unit prices and limits listed below, for a total dollar amount not to exceed **\$398,303.00** for the term of this contract, subject to the availability of funds.

Service Unit	Unit Price	<u>Minimum</u> <u>Units</u>
Attendance Hours for.		
Adult General Education (AGE)	\$2.93	128,431
Post-Secondary Adult Vocational (PSAV)	\$5.50	4,000

- b. The maximum reimbursement that will be paid to the provider for the fixed rate amount for any term shall not exceed the following percentages:

- Term 1 40%
- Term 2 40%
- Term 3 20%

Any amount over or under the maximum not reimbursed for the term may be requested in the following term as long as the combined total does not exceed the current term's maximum reimbursement amount.

- c. The provider shall submit a term actual expenditure report by line item to the department's contract manager 45 days following the end of each term. The term actual expenditure report shall reflect:

- 1. actual expenditures by line item expended during the term;
- 2. sufficient detail by line item (e.g. include staff names and actual expenditures under the Personnel line item); and
- 3. projections for expenditures for the remaining term(s), if any.

- 3. Cost Reimbursement.** The department agrees to reimburse the provider for allowable expenditures incurred pursuant to the terms of the contract for a total dollar amount not to exceed **\$811,697.00** for the term of this contract, subject to the availability of funds.
- 7. Page 28, Attachment I, Section D.10. is hereby added to read:**
- 10. MyFloridaMarketPlace Registration.** To comply with Rule 60A-1.030, Florida Administrative Code (F.A.C.), each vendor doing business with the State for the sale of commodities or contractual services as defined in section 287.012, F.S., shall register in the MyFloridaMarketPlace system, unless exempted under Rule 60A-1.030(3), F.A.C. Information about the registration process is available, and registration may be completed, at the MyFloridaMarketPlace website (link under Business on the State portal at www.myflorida.com).
- 8. Pages 29-38, Attachment II , dated 06/3/05, are hereby deleted in their entirety and Revised Pages 29-38, Revised Attachment II, dated 12/1/2005 are inserted in lieu thereof, and attached hereto.**
- 9. Pages 41-42, Attachment V, dated 06/3/05 are hereby deleted in their entirety and Revised Pages 41-42, Revised Attachment V, dated 12/1/2005, are hereby inserted in lieu thereof, and attached hereto.**
- 10. Page 46, Attachment VII, Part III.A. is hereby amended to read:**
- A. Contract Manager for this contract (2 copies)
Michele Casabianca, Contract Manager
Office of Refugee Services
1317 Winewood Boulevard
Building 1, Room 301B
Tallahassee, FL 32399-0700

This amendment shall begin on **January 1, 2006**, or the date on which the amendment has been signed by both parties, whichever is later.

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

All provisions not in conflict with this amendment are still in effect and are to be performed at the level specified in the contract.

This amendment and all its attachments are hereby made a part of the contract.

IN WITNESS WHEREOF, the parties hereto have caused this **sixteen (16)** page amendment to be executed by their officials thereunto duly authorized.

PROVIDER: The School District of Palm Beach County

STATE OF FLORIDA

DEPARTMENT OF CHILDREN AND FAMILIES

SIGNED BY: _____

SIGNED BY: _____

NAME: Arthur C. Johnson, Ph.D.

NAME: Eujenia C. Criswell

TITLE: Superintendent

TITLE: Director, Refugee Services

DATE: _____

DATE: _____

FEDERAL ID NUMBER: F59-6000783

ATTACHMENT II
The School District of Palm Beach County
2005 – 2006
Project Budget Summary

Personnel Category	FY 06	Total
A Personnel	\$ 354,419	
B Fringe Benefits	\$ 110,082	
Total Personnel Category Costs		<u>\$ 464,501</u>
Expense Category		
C Staff Travel	\$ 2,835	
D Client Transportation	\$ 600	
E Tuition/Book/Supplies	\$ 254,631	
F Client Education & Training	\$ 398,303	
G Rental or use of Space	\$ 30,000	
H Equipment Rental	\$ 539	
I Maintenance Agreements	\$ -	
J Insurance	\$ -	
K Membership Fees & Subscriptions	\$ -	
L Advertising	\$ 2,500	
M Office Expense	\$ 6,573	
Telephone		
Communication Beepers		
Office Supplies		
Teaching Supplies		
Postage		
Internet Connection		
Office Furniture		
Other Office Items		
N Independent Financial Audit	-	
O Direct client services	\$ 11,000	
Total Expense Category		<u>\$ 706,981</u>
Technical Assistance	-	
Sub-Contracted Services		
Operating Capital Outlay Category (OCO)		
P OCO Expenses	\$ 1,500	
Total (OCO) Category		<u>\$ 1,500</u>
Q Indirect Costs @ 3.16%	\$ 37,018	
Total Indirect Costs		<u>\$ 37,018</u>
Grand Total Budget	<u>\$ 1,210,000</u>	<u>\$ 1,210,000</u>

ATTACHMENT II
The School District of Palm Beach County
2005 – 2006

POSITION TITLE	% of Time	Salary 06	Total Amount
Program Manager	100%	\$65,888.00	\$65,888.00
Academic Programs Audit/Compliance Specialist	100%	\$53,291.00	\$53,291.00
Subtotal		\$119,179.00	\$119,179.00
Secretary	100%	\$28,760.00	\$28,760.00
Data Processor II	100%	\$23,510.00	\$23,510.00
Social Services Facilitator/Career Counselor	100%	\$34,800.00	\$34,800.00
Budget Tech I	100%	\$27,000.00	\$27,000.00
Language Translator/Interpreter II	100%	\$32,000.00	\$32,000.00
Language Translator/Interpreter II	100%	\$32,000.00	\$32,000.00
Subtotal		\$178,070.00	\$178,070.00
Sub Totals of Full Time rates		\$297,249.00	\$297,249.00
Program Manager (35 extended duty days)	100%	\$11,100.00	\$11,100.00
Language Translator/Interpreter II (25 extended duty days)		\$4,035.00	\$4,035.00
Language Translator/Interpreter II (25 extended duty days)	100%	\$4,035.00	\$4,035.00
Subtotal		\$19,170.00	\$19,170.00
Sub Totals of Full Time + extra duty days		\$316,419.00	\$316,419.00
Part-Time In System	100%	\$14,000.00	\$14,000.00
<i>ESOL Resource Teacher</i>		\$0.00	\$0.00
Sub-Total		\$330,419.00	\$330,419.00
OPS (Temp. Staff)	100%	\$24,000	\$24,000
Grand Total		\$354,419	\$354,419

A) Personnel Narrative

Program staff will consist of one full-time Program Manager, one full-time Academic Program Audit/Compliance Specialist, one full-time Social Services Facilitator/Career Counselor, one full time Budget Tech I, one full-time Data Processor, two full-time Language Translators/Interpreters II, and one full time Secretary. A cadre of part-time Community Language Facilitators, Curriculum Writers, data entry techs, and Support Staff will be employed as needed to accomplish the goals of Project Transition. Salaries are determined by the

ATTACHMENT II
The School District of Palm Beach County
2005 – 2006

School District based on job responsibilities, years of experience and number of duty days. Positions identified in this program are all non-instructional positions and focus primarily on administrative and programmatic tasks.

The current positions in the budget were upgraded from entry-level positions. As vacancies occur, new hires may not have the same position titles until the position gets upgraded. Positions are normally advertised and filled with a lower grade position (titles may not match those identified in the budget spreadsheets) or different position titles as mandated by the School District of Palm Beach County.

- (1) **Program Manager:** The manager will coordinate and supervise all program activities in order to accomplish the goals of the program.
- (1) **Full-Time Social Services Facilitator/Career Counselor:** The Social Services Facilitator/Career Counselor provides career counseling to students and assists with their transition from adult education classes to vocational training programs.
- (1) **Full-time Academic Programs Audit/Compliance Specialist –** Develops and disseminates information pertinent to academic programs to assure compliance with goals, objectives, activities, and budget limitations as specified in the grant.
- (1) **Full-time Budget Tech I -** Coordinates all activities related to the required program financial reporting.
- (1) **Full-time Data Processor II-** Coordinates all activities related to the required program data and statistical reporting.
- (2) **Full-time Language Facilitators/Interpreters II:** Conducts outreach pertaining to the program and assists clients/students in attaining desired career goals. This position performs intakes as well as case management.
- (1) **Secretary:** The Secretary will assist with preparation of required reports and provide program support.

Part-Time Language Facilitators and others: the Part-time staff conducts primarily outreach and follow-up pertaining to the program and assists clients in attaining desired career goals. Some of the outreach is conducted in the evening. These positions perform intakes as well as case management. These positions can be either OPS or in system employees.

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2005 – 2006

Extended Duty Days- The need for extended duty days is based on the requirements of the grant period. Extended duty day pay is calculated at the employee’s daily pay rate and included as part of the salary for the employee who works outside of his/her contracts year, but within the grant period. See page 26 and 27 of the CTA Collective Bargaining Agreement.

Fringe Benefits		% of	Total 06	Total Amount
		Benefits		
Full-Time in System				
Retirement	9.00% X 316,419	100%	\$28,478	\$28,478
FICA	- 6.20% X 316,419	100%	\$19,618	\$19,618
Medicare	- 1.45% X 316,419	100%	\$4,588	\$4,588
Worker's Compensation	- 2.35% X 316,419	100%	\$7,436	\$7,436
Health/Life Insurance	- 5,775X 8 Annual Fee	100%	\$46,200	\$46,200
<i>Subtotal</i>			\$106,320	\$106,320
P/T In System Personnel				
Retirement	- 9.0% X 15,000		\$1,350	\$1,350
FICA	- 6.20% X 15,000		\$930	\$930
Medicare	- 1.45% X 15,000		\$218	\$218
Workers Comp	- 2.35 %X 15,000		\$352	\$352
<i>Subtotal</i>			\$2,850	\$2,850
Out-of-System Subs & OPS				
Medicare, Worker's Comp., Unemployment & Other - FY06	\$24,000 X 3.80%	100%	\$912	\$912
<i>Subtotal</i>			\$912	\$912
Total			\$110,081	\$110,081

B) Fringe Benefits

Fringe benefits include unpaid leave etc.... Paid leave includes but is not limited to the following leave types – paid days off- holiday-Medical Family Leave- sick time-vacation- jury duty-compassionate or Emergency Leave. A copy of the School District of Palm Beach Policy and Procedures Manual pertaining to leave & attendance and benefits policies is incorporated by

ATTACHMENT II
The School District of Palm Beach County
2005 – 2006

reference and a copy of the most current manual will be maintained in the contract manager’s file.

Fringe benefits are based on percentages of staff salaries as required by School District policy and include for FY 06 – 9.00% for retirement, 6.20% for FICA, 1.45% for Medicare for full-time and part time salaries, and 2.35% for Workers’ Compensation. Annual fees per full-time employee for health insurance and life insurance are \$5,775. Fringe benefits are subject to change based on Palm Beach County School District yearly allocation.

C. Staff Travel	Unit Cost	No. of Miles	Total 06	Total Amount
In-County Travel	.29/mile	9,775 miles for all staff from school sites to the community	\$2,835	\$2,835
	.29/mile	Out-of-County Travel Attendance at Meetings and Conferences		
Total Travel			<hr/> \$2,835	\$2,835

C) Staff Travel

This is an estimated cost of travel at .29 cents per mile, per the current allowable state mileage rate. This rate can be increased to the maximum rate allowed by the comptroller’s office without the need of a formal contract amendment should the current mileage rate be increased.

In-county travel will be reimbursed to each of the staff members for travel from Project Transition office to school centers, the district office and other destinations in the community to attend meetings, required training and other official business. The rate will be automatically adjusted as the state approved rate changes without the need of a formal budget amendment.

Out-of-county travel will be reimbursed for Project Transition paid staff members and Resource Teacher. Reimbursement will be to attend conferences and meetings pertaining to adult ESOL and refugee concerns, such as but not limited to, the ACE of Florida Conference, International TESOL, CASAS Summer Institute, Sunshine State TESOL and the Sanibel Symposium.

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2005 – 2006

D. Client Transportation

Bus Passes	\$600	\$600
Total Client Transportation	\$600	\$600

D) Client Transportation

Bus passes will be provided to students in need of transportation in order to travel to and from school centers.

E & F. Client Tuition Books and Training Tools	\$254,631.00	\$254,631.00
Tuition	\$249,000.00	
Books	\$4,631.00	
Supplies/Tools	\$1,000.00	
	\$398,303.00	\$398,303.00
Total Client education & Training	\$652,934.00	\$652,934.00

E&F) Client Tuition, Books and Training Tools

Tuition, books, training tools and career assessments will be provided to eligible students who enroll in vocational training or apprenticeship programs of one year in duration or less.

Private schools outside the school District of Palm Beach County will be reimbursed on a cost reimbursement basis. Vocational instruction offered by the School District of Palm Beach County will be reimbursed at the fixed rate and billed according to the attendance hours captured in the RSDS application.

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2005 – 2006

G. Rental or use of Space	Estimated Cost Per Month	No. Months		
Office Space 01	\$ 2,500	12	\$30,000	\$30,000
			\$0	\$0
Total		Rental or use of Space	\$30,000	\$30,000

G) Rental Space

All amounts are estimated. Actual costs may increase. One office located in a central area to facilitate client access from all areas of Palm Beach County. Electricity is covered as a percentage of the rental agreements.

H. Equipment Rental

Copy Machines	\$539.00	\$539.00
Total Equipment Rental	\$539.00	\$539.00

H) Rental of Equipment

Reimbursement for the rental costs associated with two copy machines.

I. Maintenance Agreements

Maintenance Agreements	0	0
Total	0	0

I) Maintenance Agreements

Maintenance agreements will be provided on an as needed basis.

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The School District of Palm Beach County
2005-2006

J. Insurance

Insurance	0	0
	<hr/>	
Total	0	0

J) Insurance

The School District will provide insurance in-kind.

K. Membership, Fees & Subscriptions

Subscription and Memebership Fees	0	0
	<hr/>	
Total	0	0

K) Membership, Fees and Subscriptions

Subscriptions and membership fees for Project Transition staff members.

L. Advertising

Printing External	\$500	\$500
Printing Internal	\$2,000	\$2,000
Radio Ads	0	0
Newspaper Ads	0	0
Total	\$2,500	\$2,500

L) Advertising

Advertising is necessary to conduct outreach to clients via radio, newspaper, brochures and any other advertising media deemed necessary.

M. Office Expenses

Telephone Service	0	0
Communication Beepers	0	0
Supplies and other office items	\$5,773	\$5,773
Postage	\$400	\$400
Electricity - Utilities	0	0
Internet Connection - ISP Service	\$400	\$400
Total	\$6,573	\$6,573

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The School District of Palm Beach County
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M) Office Expenses

Office expenses include, but are not limited to, office supplies, fax machine, postage, and telephone service. Electricity is covered as a percentage of the rental agreements.

N. Independent Financial Audit

Independent Financial Audit	0	0
Total	-	-

N) Independent Financial Audit

The State of Florida, at no cost, audits the School District, including its grants.

O. Direct Client Services

RSDS Connection		0
Cost for Translation = 28 X \$350	\$9,800	\$9,800
Systematic Alien Verification for Entitlements	\$1,200	\$1,200
Total	\$11,000	\$11,000

O) Direct Client Services

Estimated costs will be for Re-certification/Re-credentialing and translation services, online connection to the Refugee Services Database System, and use of SAVE.

P. OCO Expenses

Instructional Software	\$1,500	\$1,500
Computers		
Printers and other PC Hardware		
Network Hardware		
Network Installation & Support		
Office Furniture	\$0	\$0
Total	\$1,500	\$1,500

P) Operating Capital Outlay

Operating Capital Outlay will include but not be limited to network hardware, software, network installation and support.

ATTACHMENT II
The School District of Palm Beach County
2005-2006

Q. Indirect cost

Calculated as follows:

Total Expenses less OCO x 3.16% \$1,171,482

	<hr/>	
Total	\$37,018	\$37,018

Q) Indirect Costs

The state approved indirect cost rate for this proposal will be charged to cover district administrative personnel. This includes administrative support personnel for recruitment, budget services, contracted services and payroll. The indirect cost rate is currently 3.16%.

ATTACHMENT V

TERM NARRATIVE REPORT REQUIREMENTS

- I. Organization Information and Contract Identification.
Place basic information identifying the contractor, type of contract, and report period at the top of the first page.
 - a. Contract number.
 - b. Type of Service.
 - c. Organization Name.
 - d. Location (County, City).
 - e. Fiscal Year and Report Period.

- II. Report Content.
 - a. Statistics
 - 1. Summary of Active Client Population (Unduplicated) Data for the Report Period.
Use a format similar to the following example: (Note: Please list all pertinent countries of origin. Do not use "Other" as a category.)

Country of Origin	Males		Subtotals	Females		Subtotals	Totals
	Up to 12 Months	Over 12 Months		Up to 12 Months	Over 12 Months		
Afghanistan							
Bolivia							
Cuba							
Ethiopia							
Haiti							
Niger							
Sierra Leone							
Sudan							
Vietnam							
Zaire							
Totals							

- 2. Include other statistics descriptive of the active client population if relevant to the summary of activities during the report period. For instance, a cross-tabulation of sex, age, and ethnicity might be useful in describing services to victims of trafficking.

- 3. List and describe any significant variations in data from previous report periods. Provide explanations for these variations, if possible.

ATTACHMENT V**b. Narrative. Please keep narratives short and concise.**

1. Summarize service expectations for the period in question; e.g., performance goals and objectives, budget allocations, implementation of new services or program activities.
2. Summarize services and activities provided during the report period.
3. Describe how actual services and activities varied from expectations, both positively and negatively.
4. List and describe specific problems encountered during the report period. If technical assistance from the Office of Refugee Services is required, please indicate here. (Note: These should be programmatic or service related problems, not minor issues outside our control, such as a flat-tire or a broken window.)
5. Provide at least one positive client case summary from the report period. It is not necessary to include specific information about clients' identities. A case summary should be no longer than a short paragraph.
6. Provide at least one client case summary from the report period describing a case that presented notable (and typical) barriers to service or a description of a case that presented unusual (not previously encountered) problems.
7. Present any other issues not covered under the preceding headings.
8. Attach supporting documentation, newspaper articles, brochures, and any other relevant materials. However, you may forward such items to your contract manager at any time.